

**TOWN OF VIENNA, VIRGINIA  
DAY CARE APPLICATION CHECKLIST**

Day care centers, a day care house, or home care facilities are allowed only in the following zoning districts after the issuance of a conditional use permit in accordance with § 18-209 of the Code of the Town of Vienna and appropriate County and Commonwealth of Virginia permits:

- RS-16      Single Family Residential (16,000 sq. ft.)
- RS-12.5    Single Family Residential (12,500 sq. ft.)
- RS-10      Single Family Residential (10,000 sq. ft.)
- RM-2      Multi-Family Residential

The following information shall be provided for review with the conditional use application. All information must be submitted simultaneously. The applicant must be present at all hearings to answer any questions which may be raised by the Planning Commission or Board of Zoning Appeals relative to the request.

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DAY CARE OWNER: \_\_\_\_\_

PROPOSED SITE ADDRESS: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_ NO. OF NON-RESIDENT CHILDREN: \_\_\_\_\_

NUMBER OF RESIDENT CHILDREN: \_\_\_\_\_ NUMBER OF FULL TIME CENTER

ATTENDANTS: \_\_\_\_\_ NO. OF PART-TIME CENTER ATTENDANTS: \_\_\_\_\_

FAIRFAX COUNTY PERMITS APPLICATIONS AND DATES:

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COMMONWEALTH OF VIRGINIA PERMITS APPLICATIONS AND DATES:

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SUBMITTAL REQUIREMENTS

- A. 19 folded copies of SITE PLAN of property including the following information:
- building footprint
  - building setbacks
  - outside play areas with total square footage
  - proposed improvements
  - fences
  - parking
  - on-site traffic circulation
  - adjoining property owners
  - street names
- B. 19 copies of INTERIOR STRUCTURE showing the following information (all plans larger than page size should be folded):
- rooms for day care area with doors, windows and square footage
  - kitchen area (if applicable) indicating food preparation area, care of perishable foods, water, garbage, etc
  - location and number of toilet facilities including steps, washing facilities and towels
  - all entrances and exits to and from the building
- C. A STATEMENT shall be included addressing the following issues:
- how the house will be heated in the winter
  - how the building is being serviced for water and sewer (municipal or well/septic)
  - fire prevention measures
  - if there is a connected and working telephone
  - if there is to be no kitchen, how will drinking water be made available to the children, including drinking cups
  - status of Fire Marshal's and other inspections

**FOR EIGHT (8) OR FEWER UNRELATED CHILDREN NO CONDITIONAL USE PERMIT IS REQUIRED BY THE TOWN OF VIENNA.**