



– Application for –
DAYCARE CONDITIONAL USE PERMIT

Development Services Department
 50 East 2nd North, Green River, WY 82935
 PH: (307) 872-6140
www.cityofgreenriver.org

Daycare (as a Home Occupation) is regulated by the City of Green River Zoning Ordinance and is permitted only with a conditional use permit approved by the Director of Community Development. Incomplete applications shall be returned.

A. GENERAL INFORMATION
Name of Daycare Business:
Property Address:

B. PETITIONER*	PROPERTY OWNER INFORMATION
Name:	Name:
Mailing Address:	Mailing Address:
Contact Phone:	Contact Phone:
Email:	Email:

C. TELL US ABOUT YOUR BUSINESS
<p>1. Which of the following best describes your type of daycare:</p> <p><input type="checkbox"/> Family Child Care Center: A state licensed child care facility in which care is provided for eleven (11) to fifteen (15) unrelated children from more than one (1) immediate family for part of a day which may be in a commercial type structure. <i>*Only allowed as a CUP in R-1, R-2, R-3 & R-4 Zoning Districts.</i></p> <p><input type="checkbox"/> Family Child Care Home: A state licensed child care facility in which care is provided for three (3) to eleven (10) unrelated children from more than one (1) immediate family for part of a day in the home of the provider. <i>*Only allowed as a CUP in R-1, R-2, R-3, R-4, & MH Zoning Districts.</i></p> <p>2. Maximum number of children to be cared for at any given time: _____</p> <p>3. Age of children to be cared for: _____</p> <p>4. Hours of Operation: _____ Days of Week: _____</p> <p>5. Number of employees: _____</p> <p>6. Does the daycare require any remodeling or alterations to the residence? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, contact the City of Green River Building Department to determine any building permits which may be required.</i></p>

File #: _____
 Zoning District: _____
 Fees Collected: _____
 Date Submitted: _____
 Other: _____
 Date: _____
 By: _____
 APPROVED DENIED

D. CONDITIONAL USE PERMIT REVIEW PROCESS

The following outlines the process that is established by the Ordinances of the City of Green River. Please review for understanding of the process in which your application must follow. For questions regarding the process, please contact the Green River Community Development Department at 307-872-6140.

- After receipt of a complete application, the required **non-refundable** filing fee, and a site plan showing all items listed under Section E., the Community Development staff shall contact by letter all property owners within 200 feet of the proposed daycare property. For your convenience, the Community Development Department will obtain the list of affected property owners.
- Property owners shall have seven (7) calendar days from the date of the letter to file with the Community Development Department a written objection to the Conditional Use Permit.
- If no written objections are received within the seven (7) days, the Director of Community Development shall approve the Daycare Conditional Use Application with the following conditions:
 - Provide documentation of approval from the State of Wyoming Department of Family Services.
 - Submit a City of Green River Business License Application and required License Fee of \$25.00.
- If any written objections are received, the application will be forwarded to the Planning and Zoning Commission for action to approve or deny the application. You will be notified of the time, date, and location of the Planning and Zoning Commission meeting at which the Commission shall consider the effect of the proposed Conditional Use on the health, safety, and general welfare of the surrounding properties, existing and anticipated traffic conditions including parking. It is required that the applicant attend this meeting.

E. SUBMITTAL REQUIREMENTS

The following items are required for submitting a complete Daycare Conditional Use Application. An incomplete application will not be reviewed and will be returned to the applicant.

- Filing Fee (\$100.00) made payable to the City of Green River.
- Completed City of Green River Daycare Conditional Use Application Form.
- Site Plan of the property that shows the following:
 - Name of daycare and business owner.
 - Property street address.
 - Date and north arrow.
 - Property lines and all structures (existing and proposed).
 - Existing and proposed parking and traffic flow (parent drop off and pick up).
 - Areas used for the daycare operation (provide square footage of each designated area).

G. SIGNATURE REQUIRED

I acknowledge that I have read and understand this application and the Green River Daycare Conditional Use regulations. I certify that the information provided with this application is true and correct and false or inaccurate information used by an applicant to secure compliance with the Zoning Ordinance shall be reason to deny or revoke any application or permit. I understand that it the responsibility of the applicant and/or property owner to secure any and all required Local, Federal and State Permits (i.e. Department of Family Services, Building Permits, etc.) and I agree to contact those agencies/departments accordingly.

This license shall be subject to revocation in the event the business is conducted in any unlawful manner, to include violation of or non-compliance with the ordinances of the City and the laws of the State of Wyoming by the licensee in the operation of the business or of the business premises.

Applicant Signature:	Print Name:	Date:
Owner Signature:	Print Name:	Date:

File #:

Petitioner/Company Name:

STAFF USE ONLY: