

**GROUP CHILD CARE HOME (7-12 CHILDREN) SUBMITTAL CHECKLIST**  
**CITY OF SOUTHFIELD PLANNING DEPARTMENT**  
**SEPTEMBER 2017**

Pre-Submittal Checklist

- Ensure proper zoning designation (Single Family Residential)

Group Child Care Home Planning Department Submittal Checklist

- Special Use application
- \$640 (\$600 special use fee + \$40 application fee)
- Aerial photograph or site plan (to scale) depicting:
- Location of outdoor play area (1,200 sq ft minimum) within side or rear yard
  - Location of required wall or fence with height (min. 6') and materials indicated
- Floor plan of home which reflects:
- 35 sq ft of play area per child requirement
  - If area of care is in the basement, specify there are two means of egress (i.e. stairs and egress window, two stairs, etc.)
- Automatic Sprinkler System per 2015 Michigan Building Code
- An automatic sprinkler system installed in accordance with section 903.3.1.1 shall be permitted in child care organizations that are within a single family dwelling and licensed in accordance with the child care organization act, 1973 PA 116, MCL 722.111 to 722.127a, as follows:
    1. Group Child Care Homes licensed under the child care organization act, 1973 PZ 116, MCL 722.111 to 722.127a, that provide care for more than 6 but not more than 12 minor children.

Additional Stipulations (per Section 5.62-B(6), Article 4, the Zoning Ordinance)

- Only the care provider and his/her immediate family shall reside in the home.
- For each child, a child care home shall have a minimum of thirty-five (35) square feet of indoor activity space for use, exclusive of all of the following:
  - Hallways
  - Bathrooms

- Storage areas & cloak rooms
- Kitchens
- Reception & office areas
- Non-habitable basement space
- Adequate outdoor play area (minimum of 1,200 square feet) shall be provided on the subject property or located within 500 feet of the subject property at a public park or at other outdoor facilities, which are accessible by public walkway.
- All outdoor play areas, on subject property, shall be located in the rear or side yards only and shall be enclosed with a completely obscuring decorative masonry wall or ornamental fence six (6') feet in height.
- Children (not related to the care provider) shall not be dropped off or picked up between the hours of 10:00 p.m. and 6:00 a.m.
- There shall be no signs for the child care home.
- The appearance and maintenance of the property is consistent with the visible character of the neighborhood.
- Proper State of Michigan licensing must be obtained before operation

I, \_\_\_\_\_, acknowledge the aforementioned information and will comply with all City regulations pertaining to Group Child Care homes within the City of Southfield.

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Signature

Date