



Loudoun County
Department of Building & Development
1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
(703) 777-0220 www.loudoun.gov/childcarehome

Zoning Application Child Care Home

Fee: \$200

CHILD CARE HOME APPLICATION INSTRUCTIONS

Thank-you for opening your Child Care Home here in Loudoun County! The steps below outline the process and instructions on how to submit a Child Care Home zoning permit application:

Step 1: Fill out and print out the new Child Care Home Zoning Permit application on line (www.loudoun.gov/childcarehome) or you can pick up an application at the Building & Development /Land Information Counter located at 1 Harrison St., 2nd fl. Leesburg, Va. A sketch plan must be submitted along with the Zoning Permit application showing the required play area, fence and parking.

Step 2: Submit your completed application with the appropriate fee to Building & Development Department either in person or by mail.

- The application fee is \$200.00 and required at time of submission.
- Checks or money orders should be made payable to "Loudoun County".

Step 3: Your application will be reviewed and if all is in order after the 30 day notice period, your application will be approved and issued. If there are any issues, questions, or complaints you will be notified. If a Special Exception is necessary for approval of your Child Care Home, you will be notified and receive the essential information needed to apply.

What is a Play Area Exemption?

The park or outdoor play area shall either be a public park or other public play area, or shall be dedicated to such uses as part of a local community association or planned development. The park or outdoor play area must be accessed without crossing an arterial or collector road. Staff can provide assistance in determining if exception is applicable.

Is your property on private well and/or septic?

If yes, you will need to contact the Loudoun County Health Department (703-777-0234) and inform them of your intent. Your zoning to operate a Child Care Home permit will not be approved until clearance is obtained from the Health Department for your private well and/or septic.

**** If applying for more than 12 children, a food permit may be necessary from the Loudoun County Health Department. ****



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Instructions: Please read and fill in the information below and sign. **Applicant must comply with all applicable Homeowners Association (HOA) requirements.** A sketch plan must be submitted with the Zoning Permit application showing the required play area, fence and parking.

Applicant's Name _____ Email Address _____

Address _____ City _____ State _____ Zip Code _____

Tax Map Number _____ MCPI (Pin) Number _____

Total Number of Children Cared For: _____ Number of Children Residing
(including your own children under the age of 13) _____ at Home (under the age of 13): _____

Is your Property on Private Well and/or Septic? ☐ Yes ☐ No Loudoun County Health Department (703-777-0234)

Hours of Operation: _____ Days of the Week: _____

Number of Non-Resident Employees: _____ Size of Outdoor Play Area (sq. ft.): _____ Total Number of Parking Spaces: _____

Child Care Home: A single family detached, duplex or townhouse dwelling which offers care, protection, and supervision for compensation to more than four (4) non-resident children at a time during any twenty-four (24) hour period, and then only for part of any twenty-four (24) hour day. Per Section 5-609 (A), child care homes are permitted, provided they comply with the following regulations:

- A child care home provider, caring for more than nine (9) children, including resident children, shall only be permitted in a single family detached dwelling on a lot 5,000 sq. ft. or larger.
- The total number of children cared for, should include resident children under the age of thirteen (13).
- Hours of Operation are limited to between the hours of 6:00 AM and 7:00 PM
- The maximum number of employees permitted is two (2).
- Child Care homes may operate only five (5) days a week.
- A minimum of 75 square feet of outdoor play area per child must be provided on the lot that the child care home is located. The outdoor play area should be completely enclosed with a fence at least three and one half (3 1/2) feet in height.
 - Exception: No on-site play area will be required if the child care home is located within 1,000 feet of an existing park or outdoor play area of at least two (2) times the size required for the Child Care Home. (See instruction sheet for further details)
- The home shall be the principal residence of the operator of the child care home.
- The home shall comply with any and all requirements of the County and State Codes.
- Section 15.2-2292 B of the Code of Virginia requires a notice be sent to adjacent property owners notifying them of the intended use of this property. The County will send these letters on your behalf. If the notice results in a written objection being received within 30 days, the zoning permit application and any objections will be forwarded to the Zoning Administrator for review and action.

I, THE UNDERSIGNED, DO HEREBY CERTIFY THAT I HAVE READ THE ABOVE AND DO AGREE TO COMPLY WITH THE REQUIREMENTS IN SECTION 5-609 AND ALL OTHER APPLICABLE ORDINANCES. (County officials may inspect the premises for conformity with the Child Care Home provisions during normal business hours.) **MUST BE IN COMPLIANCE WITH STATE CODE OF VIRGINIA AND ALL OTHER APPLICABLE ORDINANCES.**

Applicant's Signature _____ Printed Name Of Applicant _____ Phone Number _____ Date _____

Property Owner's Signature _____ Printed Name Of Property Owner _____ Phone Number _____ Date _____

THIS PERMIT IS ☐ APPROVED ☐ DENIED

OFFICE USE ONLY

APPLICABLE ZONING ORDINANCE/ZONING DISTRICT _____

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE _____

DATE _____

PERMIT NUMBER _____