

# Additional Application Reference for Home Child Care Facilities



ZONING EVALUATION DIVISION  
Fairfax County  
Department of Planning and Zoning  
12055 Government Center Parkway,  
Suite 801  
Fairfax, VA 22035  
703-324-1290  
[www.fairfaxcounty.gov/dpz](http://www.fairfaxcounty.gov/dpz)

November 2016



Americans with Disabilities Act (ADA): Reasonable accommodation is available upon 7 days advance notice. For additional information on ADA call (703) 324-1334 Or TTY 771 (Virginia Relay Center).

In Fairfax County, you may care for up to five (5) children (in addition to your own) in your townhome or apartment, or you may care for up to seven (7) children (in addition to your own) in your single family house by right and, in either case, have one helper.

If you would like to have more children and/or helpers, you may request approval of a special permit or special exception to allow you to care for up to twelve (12) children (in addition to your own) and/or additional helpers. To request approval of a special permit, you must submit an application to the Department of Planning and Zoning and appear before the Board of Zoning Appeals.

If you would like to care for more children and have additional helpers and you live in a *PDH, PDC, PRM, or PTC Zoning District*, you may request approval of a special exception to allow you to care for up to twelve (12) children (in addition to your own) and/or additional helpers. To request approval of a special exception, you must submit an application to the Department of Planning and Zoning and appear before the Planning Commission, as well as the Board of Supervisors.

Regardless of how many children you care for in your townhome, apartment or house, there are a few basic rules you must follow in Fairfax County. They are as follows:

1. You must live in the townhome, apartment or dwelling that is used to care for other children.
2. You must be licensed by the State of Virginia or have a county Home Child Care Facilities Permit, and follow all state laws and local county laws governing home child care facilities including Chapter 30 of the Fairfax County Code.
3. There cannot be any exterior appearance or signs, other than play equipment, that show that a home child care facility is being operated within the townhome, apartment or house.
4. One helper is allowed and they are limited to the hours of 7:00 am to 6:00 pm daily, unless a special permit is granted to allow additional helpers and/or hours.

The following pages provide examples of what is required to be submitted with your special permit or special exception application package. Please refer to the application package itself for further details which can be found at <http://www.fairfaxcounty.gov/dpz/zoning/applications/>

Additionally, you are strongly encouraged to discuss your proposed home child care facility with your homeowners association as approval of a special exception does not abrogate or annul any covenants that may apply to your property.

Application packages may be submitted by mail or in person to:

Fairfax County Zoning Evaluation Division  
Department of Planning and Zoning  
12055 Government Center Parkway, Suite 801  
Fairfax, Virginia 22035

**EXAMPLE**

**STATEMENT OF JUSTIFICATION  
FOR A HOME CHILD CARE FACILITY**

Connie Cooper  
d/b/a Connie's Home Day Care  
19 Yon Way  
Fairfax, VA 22035  
703-324-1110  
[CC19@gmail.com](mailto:CC19@gmail.com)

July 20, 2016

Fairfax County Department of Planning & Zoning  
Zoning Evaluation Division  
12055 Government Center Parkway, Suite 801  
Fairfax, VA 22035

Re: Special Permit Application  
Applicant: Connie Cooper, d/b/a Connie's Home Day Care  
Zoning Ordinance Section 8-305 for Home Child Care Facility  
Tax Map #: 028-3-10-0005  
Zoning District: R-3  
Lot Size: 10,500 square feet

To whom it may concern,

Please accept the following as my statement of justification for a special permit (or special exception) for a home child care facility in my home. I own and live in a single-family detached dwelling at 19 Yon Way in Fairfax, Virginia with my husband and two children. The property is zoned R-3 and I understand I need to seek approval of a special permit (or special exception) in order to operate a child care facility within my home. I am currently licensed by the State of Virginia to have 12 children in my child care facility in my home. Below is information about my child care facilities operations:

Hours. The child care is open from 7:00 AM to 6:00 PM, Monday through Friday.

Number of Children. I currently care for 8 children. I wish to care for up to 12 children at any one time. This number does not include my own two children.

Employees. I have one assistant who works full-time. Another assistant comes on Thursdays between 8 and 11 AM to help clean.

Arrival Schedule. I propose that 7 of the children will arrive between 7:00 AM and 8:00 AM, and 5 of the children will arrive between 8:00 and 9:15 AM. Two of the children will walk a block with their parent to our house.

Departure Schedule. 5 of the children will be picked up between 2:45 PM and 4:15 PM. 5 of the children will leave between 4:30 PM and 5:00 PM. 2 of the children will stay until 5:30 PM. *(Please see my Attachment 1 with the proposed Arrival and Departure Schedule).*

Parking. I use my garage to park my family car. My driveway provides enough parking for two cars because the driveway is more than 28 feet long and holds two cars side by side. In addition, ample parking is available along the streets in front of my house for the parents and employees.

Area Served. Currently, most of the children live in the general vicinity of my neighborhoods. Many of the children live in neighborhoods off Government Center Parkway. These parents drive their children to my house. As I noted, two of the children live in the immediate area. Their parents walk them to the day care.

Operations. As I stated, my house is a single-family detached dwelling. It has a walk-out basement, which is where the children spend most of their time. I use the kitchen and dining area of the house (located on the ground floor) for meals and snacks. Attached is a floor plan that indicates the areas where the day care is located. The house has 1,500 square feet. The basement area, kitchen and dining rooms where I conduct the day care consist of approximately 600 square feet in total. (See Attachment 2 for floor layout and interior photos)

Hazardous or Toxic Substances. The house and yard are free from hazardous or toxic substances. No hazardous materials will be generated, utilized, stored, treated, and/or disposed of onsite.

Zoning Ordinance Compliance. The proposed development conforms to the provisions of all applicable ordinances, regulations and adopted standards or, if any waiver, exception or variance is sought, such request has been specifically noted with the justification for such modification.

Outdoor Play Area. I use my backyard for outdoor play for the children. The area is approximately 2,000 square feet. There is a swing set with slide, sand box and a fence around this area. I have drawn the swing set with slide, sand box and fence on my most recent house location plat which is included.

For these reasons, I believe that my proposed home day care facility will not impact my neighbors in any negative way.

In conclusion, I am proposing no changes to the outside appearance of my brick and vinyl sided home. I propose no addition and no signs regarding the day care. Adequate parking is available for my parents, employees and my family. For these reasons, I believe that my proposed home day care facility will not impact my neighbors in any negative way.

Sincerely,

Connie L. Cooper  
Owner of Connie's Home Day Care

**EXAMPLE**

**Arrival and Departure Schedule for:  
Connie Cooper, 19 Yon Way, Fairfax, VA 22035  
d/b/a Connie's Home Day Care**

**Arrival Schedule**

Child	7:00 – 7:45 AM	7:45 – 8:00 AM	8:00 – 8:30 AM	9:00 – 9:15 AM
1	X			
2	X			
3	X			
4	X			
5	X			
6		X		
7		X		
8			X	
9			X	
10			X	
11				X
12				X

**Departure Schedule**

Child	2:45 – 4:15 PM	4:15 – 4:30 PM	4:30 – 5:00 PM	5:00 – 6:00 PM
1	X			
2	X			
3	X			
4	X			
5	X			
6			X	
7			X	
8			X	
9			X	
10			X	
11				X
12				X

**STATEMENT OF JUSTIFICATION**  
**FOR A HOME CHILD CARE FACILITY**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date: \_\_\_\_\_

Fairfax County Department of Planning & Zoning  
Zoning Evaluation Division  
12055 Government Center Parkway, Suite 801  
Fairfax, VA 22035

Re: Special Permit Application (or Special Exception)

Applicant: \_\_\_\_\_

Zoning Ordinance Section 8-305 for Home Child Care Facility

Section 9-006 of General Standards

\_\_\_\_\_

Tax Map #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Lot Size: \_\_\_\_\_

To whom it may concern,

Please accept the following as my statement of justification for a special permit for a home child care facility in my home. I own and live in a

\_\_\_\_\_ dwelling at

\_\_\_\_\_ in Fairfax, Virginia with

\_\_\_\_\_. The property is zoned \_\_\_\_\_ and I understand I need to seek approval of a special permit (or special exception) in order to operate a child care facility within my home. I am currently licensed by the State of Virginia to have \_\_\_\_\_ children in my child care facility in my home. Below is information about my child care facilities operations:

Hours. The child care is open from \_\_\_\_\_.

Number of Children. I currently care for \_\_\_\_\_ children. I wish to care for up to 12 children at any one time. This number does not include my own two children.

Employees. I have \_\_\_\_\_ assistant(s) who work \_\_\_\_\_  
\_\_\_\_\_.

Arrival Schedule. \_\_\_\_\_ of the children arrive between \_\_\_\_\_ AM and \_\_\_\_\_ AM.  
\_\_\_\_\_.

Departure Schedule. \_\_\_\_\_ of the children are picked up at \_\_\_\_\_ PM. and \_\_\_\_\_ PM  
\_\_\_\_\_.

Parking. I use my \_\_\_\_\_ to park my family car. My parents park  
\_\_\_\_\_  
\_\_\_\_\_.

Area Served. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Operations. As I stated, my house is a single-family detached dwelling. It has  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Hazardous or Toxic Substances. The house and yard are free from hazardous or toxic substances. No hazardous materials will be generated, utilized, stored, treated, and/or disposed of onsite.

Outdoor Play Area. I use my \_\_\_\_\_ yard for outdoor play for the children. The area is approximately \_\_\_\_\_ square feet. There is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

For these reasons, I believe that my proposed home day care facility will not impact my neighbors in any negative way.

In conclusion, I am proposing \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Sincerely,

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Owner of \_\_\_\_\_

## Arrival and Departure Schedule for

---

Address: \_\_\_\_\_

### Arrival Schedule

Child	7:00 – 7:45 AM	7:45 – 8:00 AM	8:00 – 8:30 AM	9:00 – 9:15 AM
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

### Departure Schedule

Child	2:45 – 4:15 P.M.	4:15 – 4:30 P.M.	4:30 – 5:00 P.M.	5:00 – 6:00 P.M.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				