



## ADMINISTRATIVE PERMIT FOR FAMILY DAY HOME

Zoning and Development Services Division  
 Fauquier County Department of Community Development  
 29 Ashby Street, Suite 310, Warrenton, Virginia 20186

Zoning Phone: 540-422-8220  
 Facsimile: 540-422-8231

Section 5-207 of the Fauquier County Zoning Ordinance allows a Family Day Home for five to twelve children to be approved by the County through an Administrative Permit provided the following standards can be met:

1. Minimum Lot Size of 5,000 square feet.
2. Drop-offs and pick-ups of children are limited to the hours of 6 a.m. and 9 p.m., except in emergencies.
3. Adequate space must be provided for drop-offs and pick-ups so that it does not interfere with traffic in the neighborhood. If necessary, drop-offs and pick-ups shall be staggered to address this issue.
4. No structural alteration of the home shall be made to accommodate the Family Day home, nor shall the exterior of the house be modified to accommodate the use. Outside, no additional lighting or paving shall be added to accommodate the use.
5. Fencing or landscaping screening may be required to buffer an outdoor play area for the children from neighboring properties located within 25 feet of the play area, as determined by the Zoning Administrator.

Please note that both the Fauquier County Zoning Ordinance and the Code of Virginia require that notice be sent to the adjoining neighbors regarding the proposed use. Once an application is filed, Zoning will send the notice allowing for 30 days to comment on the proposed use. If no written objection is received, and the family day home otherwise complies with the provision of the ordinance, the Zoning Administrator may issue the permit. If a written objection is received, the Family Day Home request must go through the Special Permit process, which includes a \$350 fee.

**SUBMISSION REQUIREMENTS:**

To apply for a Family Day Home for 5 to 12 children, please submit this completed form along with a filing fee of \$150 and a plat or sketch of the property showing the location of the parking area to be utilized and driveway and entrance into the property for the Family Day Home. The sketch should also show the location of any outdoor play area to be utilized for the Family Day Home. If you do not have a plat of your property, a scaled aerial photograph for your property may be used and is available from the County's GIS Department (540-422-8260). If you have any questions or need any assistance please contact Development Services at 540-422-8220.

**Location:** \_\_\_\_\_ **Tax PIN:** \_\_\_\_\_ **Address:** \_\_\_\_\_

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

**Number of Children:** \_\_\_\_\_

**Property Owner**

**Applicant (If different from owner)**

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

\_\_\_\_\_

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

\_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ / \_\_\_\_\_  
date

\_\_\_\_\_ / \_\_\_\_\_  
date