

Family Day Care Homes

809 N. Broadway Milwaukee, WI 53202 414-286-8208 Fax 414-286-0232

Milwaukee's zoning ordinance classifies day care centers as "family day care homes" and "day care centers." To be a permitted use as a **family day care home**:

- 1) The operation must serve eight (8) or fewer children.
- 2) The family day care home typically operate out of a single-family or two-family (duplex) dwelling unit. A living unit in multi-family (3 or more units) may be used as a Family Day Care Home provided the facility serves no more than five (5) children.
- 3) The Provider must live in the dwelling unit in which the day care is located and perform the "hands-on" care of the children.
- 4) The main function of the dwelling unit must be as a home. The family day care operation must be only a secondary use of the dwelling unit.

- 5) The family day care home can operate only between the hours of 6:00 a.m. and 12:00 a.m.
- 6) No signs are allowed if the family day care is in a residential zoning district.
- 7) Only one family day care may operate in a building.

A family day care home does not require a certificate of occupancy.

If a proposed family day care home does not meet these requirements, or if an existing licensed family day care wishes to amend its license in a way that does not meet these requirements, it must alter its operations to comply, or it must receive approval from the Board of Zoning Appeals of the City of Milwaukee (BOZA).

RVSD 092409

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Please fill out this form and return it to the Milwaukee Development Center. Staff will determine if your proposed day care meets the requirements for a family day care home. MAIL to: Milwaukee Development Center/809 N. Broadway, 1st Floor/ Milwaukee, WI 53202, or FAX to: (414) 286-0232. You will be notified if the day care requires Board of Zoning Appeals approval.

Name of Provider _____ Phone _____

Address of Day Care _____ Zip Code _____

Does the person providing the "hands-on" care of the children live at this address? Yes No

Is this a 2-unit (duplex) building? Yes No

If yes, in which unit of the duplex does the day care operate? Upper Lower
If yes, which unit of the duplex does the provider live in? Upper Lower

Is this a multi-family dwelling (3 or more units), or a mixed commercial/residential use building? Yes No

If yes, in which unit does the day care operate? Unit #
If yes, does the number of children served at any one time exceed five (5)? Yes No

Name & Address of **License Holder**

Date license was issued
(If license is dated prior to April 6, 2001, or is a 2-unit building and the license is dated prior to December 23, 2004, attach a photocopy)

How many children will the day care serve?

At what time of the day will the day care open and close?

List all parts of the building in which the day care will operate. (For example, first floor, basement, etc.)

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- This day care **qualifies as a family day care under the Milwaukee zoning ordinance.** It does not require approval by the Board of Zoning Appeals.
- This day care **cannot operate without approval by the Board of Zoning Appeals.**
- This day care **cannot operate without Building Inspections and a Certificate of Occupancy.**
- This day care was licensed before April 6, 2001 and **may operate as a continuous use.**
- This day care was licensed before December 23, 2004, and **may operate as a continuous use** (2-unit building only).

Checked by: _____ Date _____