



Family Day Care Homes Analysis Form

Permit & Development Center

809 N. Broadway, Milwaukee, WI 53202 | (414) 286-8211 | milwaukee.gov/permits | DevelopmentCenterInfo@milwaukee.gov

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.
3) The license holder 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 only be a secondary use of the dwelling unit. Please note, if the building is not used as a dwelling by the individual providing the day

care services, the building is subject to the Wisconsin Commercial Building Code. A building designed as a dwelling is difficult to bring into compliance.

- 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.

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

Please fill out this form and return it to the Milwaukee Development Center. 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 License Holder: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Day Care (include zip code): \_\_\_\_\_

Does the license holder providing the "hands-on" care of the children live at this address? [ ] Yes [ ] No

If no, please provide the name of the individual who does live at this location \_\_\_\_\_

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

Date the license was issued \_\_\_\_\_

(If the 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 copy.)

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.): \_\_\_\_\_

- [ ] 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 requires approval by the Board of Zoning Appeals.
[ ] This day care requires a Certificate of Occupancy with associated Building Inspections.
[ ] 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: \_\_\_\_\_