

## Secure Town Zoning Approval

**Step 1:** Print Out a Copy of the [State Sample Zoning Approval Letter](#)

- Fill out the *Child Care Provider* section with your information.
- Write "Up to 12 children 6 weeks – 12 years old" for *Number and ages of children served*.

CHILD CARE PROVIDER:
Name: <u>    Your Name    </u>
Address: <u>    Your Address    </u>
Business Name/DBA: <u>    Your Business Name    </u>
Number and ages of children served: <u>    Up to 12 children 6 weeks- 12 years old    </u>

**Step 2:** Find out who is responsible in your town for zoning, planning board activities or local code enforcement. The title of the person responsible varies by town and may be the town clerk or town manager if there is no zoning authority or planning board.

**Step 3:** Schedule a time to meet with the responsible town official.

- Tell them:
  - You want to open a child care.
  - The address for your location.
  - Explain that the state requires a letter stating that there are no zoning, planning, or code issues that would prevent a child care at your proposed business address.

**Step 4:** Ask Them Important Questions

- For example:
  - "What information does the town need?"
  - "What guidelines do I need to follow?"
  - "Are there any documents I need to fill out or sign?"
  - "Do I need to make any updates to the property before I can be approved?"

**Step 5:** Ask Them to Sign the [State Sample Zoning Approval Letter](#)

**Tips for Getting a Signed Letter:**

- *My town wants to write their own letter:* This is permitted. Information to include: business name & address, number of children permitted and the age range of children, e.g., 6 weeks to 12 years

- *My town says they don't have any restrictions:* Near the end of the [State Sample Zoning Approval Letter](#) – just above the signature, click the box indicating there are no local codes or ordinances for child care facilities in the town / city

There are no local codes or ordinances for child care facilities in the town/city.

- *I want to increase my licensed capacity:* A letter is required with the new number of children and their age range.

**Step 6:** Save your signed letter to submit with your license application