

Zoning Approval

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

- Fill out as much of the information as possible on your own.

Step 2: Visit Your Local Town Office

- Specify:
 - You want to open a child care.
 - The address for your location.
 - Explain how the state requires a letter stating that there are no zoning, planning, or code issues with your property.

Step 3: Find Out Who to Talk To

- This will vary from town to town. Information may be available on your town office's website. Examples include the town planning board, town clerk, town manager, or the local code enforcement officer.
- Schedule a time to meet or collect their contact information.

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: Give Them the State Sample Letter to Sign

- What if my town says they don't have any restrictions?
 - Check the box on the State's form stating "There are no local codes or ordinances for child care facilities in the town/city."
- What if my town wants to write their own letter instead of using the State's form?
 - This is allowed. They need to include the business name, business address, number of children permitted by the town and the child age range.
- What if I cannot get a letter until updates are made or the space is complete?
 - Ask them to hand-write a note on the letter saying "Approval is contingent on ____."
- I would like to increase my licensed capacity. Do I need a new zoning letter?
 - Yes. The new letter must list the new licensed capacity and the ages of the children.

Step 6: Upload Your Approval Letter