



City of Caribou Day Care Application

Planning & Code Enforcement
25 High St.
Caribou, Maine 04736
(207) 493 – 3324 X 214
kmurchison@cariboumaine.org

Note to Applicant: Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: “City of Caribou”, in the amount of \$90.00.

Name of Property Owner / Developer: _____

Development Name: _____

Location of Property (Street Locations): _____

City of Caribou Tax Map: _____ Lot: _____ Zone: _____

Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

_____ Day Time Phone: _____

_____ Night Time Phone: _____

_____ E-mail: _____

What legal interest does the applicant have in property to be developed (ownership, owners representative, option, purchase & sales contract, etc?)

_____ (Attach supportive legal documentation)

General Information

Date your State of Maine Day Care License was approved: _____
(Attach a copy of License or DHHS pre-approval checklist)

Has the site been inspected by the State Fire Marshal's Office and approved?
 Yes No
(Attach Documentation)

Has the site been inspected by the Maine Department of Health & Human Services and approved?
 Yes No
(Attach Documentation)

Structure & Site Plan Details

Does the building have a Carbon Monoxide Detector? Yes No

Does the building have a smoke detector? Yes No

Is the garage attached to the house/building? Yes No

If yes, is there a minimal of 1/2" sheet rock fire-rated wall between the garage and house/building?
 Yes No

Do you have a basement? Yes No

Will the basement be accessible to children? Yes No

If yes, are there graspable handrails and guardrails on the staircase? Yes No
The outdoor play area shall not be located near hazardous areas (such as streets, open wells, open water) unless protected by fencing?

Do you have fencing around the outdoor play area? Yes No

If yes, how tall and what type? _____

The fencing must be a minimum of four (4) feet high.

Subsurface Waste Water Disposal System – No person may expand the use of a structure using a private subsurface waste water disposal system until documentation is provided to the municipal officers and a notice of the documentation is recorded in the appropriate agency of deeds that, in the event of a future malfunction of the system, the disposal system can be replaced and enlarged to comply with the rules adopted under Title 22 M.R.S. § 42, and any municipal ordinances governing subsurface waste water disposal systems, No requirements of these rules and ordinances may be waived for an expanded structure.

Have you provided documentation showing that the current disposal system can be replaced and enlarged? Yes No

Do you have an outdoor lighting system to support egress/ingress? Yes No

Plan Review Criteria Checklist

Once a completed application is received the application will be scheduled for the next available Planning Board meeting.

1. ___ Name and address of the owner of record and applicant (if different).
2. ___ Name of the proposed development and location.
3. ___ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest to operate a daycare in the property on the part of the applicant..
4. **Plans to show the following elements for review:**
 - ___ a. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
 - ___ b. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
 - ___ 3. Location of outdoor play areas, fences, exterior lighting, signage and accessory structures.

To the best of my knowledge, all of the information submitted in this application is true and correct.

Signature of Applicant: _____ Date: _____

Planning Board Requirements Checklist

- _____ The home occupation shall only employ residents of the dwelling unit.
- _____ The home occupation shall be carried on entirely within the principle or accessory structure.
- _____ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- _____ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- _____ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.

Day Care Application for: _____

Address: _____

Approved by the Caribou Planning Board

Date: ____/____/____

Signed:

Chairman, Caribou Planning Board

Conditions of Approval:

4. Default.

If, upon inspection, the CEO finds that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, they shall so report in writing to the City Manager, City Council, the Planning Board, and the applicant or developer. The City shall take any steps necessary to preserve the City's rights.

5. Extension.

The Planning Board may recommend a maximum extension of 12 months to the guaranteed performance period when the applicant can demonstrate, to the satisfaction of the Planning Board and the City Council, good cause for such extension. Such recommendation shall be referred to the City Council for official action.

Sec. 13-760 Daycare Facilities.

As of passage of this ordinance, newly established Daycare Facilities shall only be allowed in the R1, R2, R3, RC-2, C1 and C2 residential and commercial zones following Code Enforcement Officer review and approval. All Daycare Facilities licensed by the State of Maine and operating prior to the passage of this ordinance, are considered Previously Existing and exempt from the requirements of this ordinance. Any previously existing Daycare Facility that discontinues operations for a period of one (1) year that requests to reopen as a Daycare Facility must meet the current Daycare Facility requirements of this ordinance.

Daycare Facilities must provide the City of Caribou a copy of the yearly State of Maine License for the daycare, annual update contact information for the operators and employees. Daycare facilities must give written notice to the Code Enforcement Officer who shall share the information with local police and fire departments as to the scope of their operation, including the number of children, location of sleeping areas, days and hours of operation.

- Licensing:
 - The facility must have an approved and current valid DHHS License, and supply a copy to the City every year.
 - The facility must provide a copy of the State Fire Marshall's inspection and approval report.
 - The facility must provide a copy of the Maine Department of Health & Human Services inspection and report.
- Inspection:
 - The operation of a daycare facility will allow appropriate representative of the municipality to enter the property to inspect such use for compliance with the requirements of the City ordinance.
 - The lot size, building size, set back and lot coverage shall conform to the standards of the zoning distance in which it is located unless such structure is a legal nonconforming structure.
 - All proposed facilities must be inspected for zoning compliance prior to issuance of a Certificate of Occupancy.
- Non-Compliance:
 - Non-compliance with this ordinance may be cause for revocation of this license.
- Outdoor Play Area:
 - An outdoor play area, as required by the State, shall be provided for daycare facilities and not be located in the front yard; play areas must be located in the side and/or rear yards only.
 - The front yard is the area between the front property line and front wall of the structure, including the front wall projection line extending to the side property.

Historical Note: Section 13-760 was adopted December 12, 2011 and revised January 11, 2016.

Definitions, chapter 13

Boat Launching Facility: A facility designed primarily for the launching and landing of watercraft, and which may include an access ramp, docking area, and parking spaces for vehicles and trailers.

Bottle Club: An establishment in which patrons primarily bring their own liquor for consumption on the premises.

Buffer: A part of a property or an entire property, which is not built upon and is specifically intended to separate and thus minimize the effects of a land use activity (e.g. noise, dust, visibility, glare, etc.) on adjacent properties or on sensitive natural resources.

Building: Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals, or personal property.

Building Height: The vertical distance measured between the average finished grade of the ground at the front of a building and the highest point of the roof, not including chimneys, spires towers, or similar accessory structures.

Bulk Grain Storage: Establishments primarily engaged in the warehousing and storage of grain for resale or own use, other than normal storage associated with on-site consumption.

Campground: Any area or tract of land to accommodate two (2) or more parties in temporary living quarters, including, but not limited to tents, recreational vehicles, or other shelters for which a fee is charged.

Campground, Summer/Winter: A campground for the accommodation of children or other organized groups for educational or recreational purposes. The term is distinct from campground generally and does not include parks for recreational vehicles.

Capital Improvements Program (CIP): A municipality's proposed schedule of future projects listed in order of construction priority, together with cost estimates and the anticipated means of financing each project.

Cardholder: "Cardholder" means a qualifying patient, a primary caregiver or a principal officer, board member, employee or agent of a nonprofit dispensary who has been issued and possesses a valid registry identification card.

Catering Establishment: Any kitchen, commissary, or similar place in which food or drink is prepared for sale or service elsewhere or for food service on the premise during special catered events.

Cemetery: Property used for the interring of the dead.

Certificate of Compliance: A document signed by the CEO stating that a structure is in compliance with all of the provisions of a Floodplain Management Ordinance.

Certificate of Occupancy: A document signed by the CEO stating that a structure is in compliance with all of the provisions of the Zoning Ordinance, Shoreland Zoning Ordinance, Building Code, and the Subdivision Ordinance of the municipality.

Change of Use: A change from one category in the Land Use Permit Table to another, or the addition of a new category of use to an existing use.

Child Day Care Facility: Any dwelling, building, or portion thereof which child day care services are provided including any on-site outdoor play area. Child day care facilities shall be further differentiated by the following three classifications:

Family Day Care Home: Any premises or dwelling unit other than the child's own home where the child care areas are being used as a family residence, operated for profit or not for profit, in which child day care is provided at any one time on a regular basis to three, four, five, or six children, who are not relatives of the caregiver. Day care service for children in this type of facility is different from "babysitting."

Group Day Care Home: A facility in which care is provided for more than six (6), but less than twelve (12) children, at any one time, where the child care areas are being used as a family residence.

Day Care Center: A facility which is licensed to provide care for seven (7) or more children at any one time where the child care areas are not being used as a family residence.

Church: A building or structure, or group of buildings or structures, designed, primarily intended, and used for the conduct of religious services, excluding Sunday School.

Definitions, chapter 13

Construction Trailer: A temporary structure or structures, to include a mobile home, tractor trailer, or similar structure, which is used in conjunction with construction activities and which is used or constructed in such a manner as to permit daily occupancy and/or the storage of equipment and materials.

Continuing Care Retirement Community: An age-restricted development that provides a continuum of accommodations and care, from independent living to long-term bed care, and enters into contracts to provide lifelong care in exchange for the payment of monthly fees and an entrance fee in excess of one year of monthly fees.

Contract Zoning: The process by which the property owner, in consideration of the zoning of that person's property, agrees to the imposition of certain conditions or restrictions not imposed on other similarly zoned properties.

Convalescent Home, Rest Home, or Nursing Home: A facility in which nursing care and medical services are performed under the general direction of persons licensed to provide medical care in the State of Maine for the accommodation of convalescent or other persons who are not in need of hospital care, but who do require, on a 24-hour basis, nursing care and related medical services. A convalescent home, rest home, or nursing home is distinct from elderly congregate housing.

Crawl Space: A space, usually about two (2) feet high, provided in a building in order to enable access to plumbing, wiring, and/or equipment.

Curb Cut: The opening along the curb line or right-of-way line at which point vehicles may enter or leave the road.

Day Care Facility: "Day Care Facility" shall mean any dwelling, building, or portion thereof which child day care services are provided including any on-site outdoor play area as permitted by the City and further defined under Section 13-900 (2).

Deck: An uncovered structure with a floor, elevated above ground level.

Decorative Changes: Repainting or re-siding; removing or replacing trim, railings, or other non-structural architectural details; or the addition, removal, or change of location of windows and doors.

Deer Wintering Areas: Areas used by deer during the winter for protection from deep snows, cold winds, and low temperatures, as identified by the Maine Department of Inland Fisheries and Wildlife.

Demolition/Waste Disposal: A facility, including a landfill, operated by a public, quasi-public, or private entity which purpose is to dispose of useless, unwanted, or discarded solid material with insufficient liquid content to be free flowing, including by way of an example, and not by limitation to, rubbish, garbage, scrap metals, junk, refuse, inert material, landscape refuse, and demolition debris. The definition does not, however, include commercial hazardous waste disposal facilities or recycling of products.

Density: The number of units per acre of land.

Developed Area: Any area on which a site improvement or change is made, including buildings, landscaping, parking areas, and streets.

Developer: A person who is developing the land. The developer, owner, and the applicant may be one in the same.

Development: Any man-made changes to improved or unimproved real estate, including but not limited to, subdivisions, buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations.

Dimensional Requirements: Numerical standards relating to spatial relationships, including but not limited to, setback, lot area, shore or road frontage, and height.

Direct Watershed: That portion of the watershed which does not first drain through an upstream lake.

Disability, Physical or Mental: Any disability infirmity, malformation, disfigurement, congenial defect or mental condition caused by bodily injury, accident, disease, birth defect, environmental conditions or illness, and includes the physical or mental condition of a person that constitutes a substantial disability as determined by a physician or, in the case of mental disability, by a psychiatrist or psychologist, as well as any other health or sensory impairment that requires special education, vocational rehabilitation, or related services.

Vital Records Office
220 Capitol Street, SHS #11
Augusta, ME 04333-0011

Maine State Archives
State House Complex, Station 84
Augusta, ME 04333-0084

If you would like to pay for your order with a credit card, you may order on-line at www.vitalchek.com or, you may telephone the VitalChek Network at the toll free number 1-877-523-2659 24 hours a day, 7 days a week. If you have additional questions, e-mail the office. TTY: Maine relay 711

Day Care Rules and Applications

People interested in obtaining information about day care rules or applying to become a licensed day care provider should contact the Day Care Licensing Unit at 1-207-287-9300 or write to:

Day Care Licensing Unit
Maine DHHS
Station 11
Augusta, ME 04333

To report abuse/neglect by a day care provider, call 1-800-452-1999. This is a 24 hour hotline.

TTY: (207) 287-5048

For further information concerning child care, visit the website of the Office of Child Care and Head Start.

Reporting Fraud

Allegations of fraud or attempted fraud involving funds, including Food Stamps, administered by the Department of Health and Human Services should be sent to:

Fraud, Investigation and Recovery
11 State House Station
Whitten Road
Augusta, Maine 04333-0011

The phone numbers for this office are **1-207-287-2409** and **1-866-348-1129**. TTY: (207) 287-6948. Further questions can also be submitted by e-mail.

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Department of Health and Human Services



Maine's Child Care and Head Start

A source of information for parents, child care providers, early childhood educators, and others interested in the health and development of young children and their families.

Information for Parents - Choosing child care is one of the most important decisions you will make for your child. A good child care setting can have a positive impact on the development of your child.

Facility Licensing - The Division of Licensing, Child Care Licensing Unit, is responsible for issuing Child Care Center Licenses, Family Child Care certificates, and Nursery School licenses.

Questions & Answers - Answers to commonly asked questions relating to childcare.

Request Information - Request form for Early Childhood publications.

Links and Resources - Maine and national links related to Early Childhood.

To contact us:

Phone: 207-624-7909

Fax: 207-287-6156

2 Anthony Avenue

11 State House Station

Augusta, Maine 04333-0011

E-Mail: childcare.info@maine.gov

Credits

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DEPARTMENT OF PUBLIC SAFETY
Office of State Fire Marshal
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Day Care & Nursery School Regulations

[Day Care and Nursery School Requirements](#) (PDF, 7 pages, 189 KB)

You will need to [Get Adobe Reader Free](#) to see this file.

Prior to creating a day care facility with 13 or more children, or a nursery school with 21 or more children, you MUST obtain a construction permit from the State Fire Marshal's office. You may contact the Plans Review Office at the State Fire Marshal by calling (207) 626-3880.

Daycare facilities are primary care givers for our nation's young. With this in mind a certain minimum set of fire safety requirements must be provided in facilities caring for children of other families. The Department of Public Safety elected many years ago to adopt a nationally recognized set of standards for day care facilities and other types of occupancies. The National Fire Academy produces the code which was selected and which was found to be the most popular. These minimum requirements were written and approved by a wide variety of people from all walks of life. All requirements have been thoroughly investigated for intent and expenses associated with meeting these requirements. The Department of Public Safety does not wish to add undue costs or hardships to any provider or recipient of services. They realize that these requirements do not come without a price tag or sorts. Many requirements found in the fire code have alternative remedies or systems of protection that may lessen the burden on developing a day care facility.

Understanding Day Care Requirements

Day Care facilities are divided into three general groups according to the number of children or adults which are cared for at one given time.

- Day care centers- offering care to more than 12 children or adults
- Group day care homes- offering care to from 7 to 12 children or adults
- Day care home- offering care to 6 or fewer children or adults

Adults have been added to this category because of the increased need for adult day care facilities. Adult day care facilities providing care on a daily basis to adults requiring special care whether it's because of mental, physical, or just special age needs will be required to meet these same requirements. The minimum requirements are different for all three categories of day care. These differences are based on the different numbers of clients for the three categories.

Nursery schools are required by Maine Revised Statutes Annotated Title 22 8403 to meet the requirements of day care facilities. If the nursery school cares for 6 or fewer clients the facility must meet the requirements of a home day care. If the nursery school cares for more than 6 but not more than 12 clients the facility must meet the requirements of a group day care. If the nursery school cares for more than 20 clients the facility must meet the requirements for a day care center.

General Requirements

Means of Escape

Group Day Care Homes