



# CHILD CARE FACILITY FUND SITE ASSESMENT REPORT

**CITY OF SAN MATEO**  
330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

The intent of this report is to provide a broad summary of the conditions, requirements, and/or recommendations of this property as a child care facility. The report will be based on the details provided below, researched information, images provided, and other information acquired from a remote or on-site assessment. The report will not include every detail that may be encountered, nor is it intend to be any kind of project approval. The service is offered to help interested parties and/or applicants confirm decisions about the viability of the identified property, inform project planning, and to prepare sufficient budgets. All Child Care Facilities Fund loan applicants will be required to complete this process and it will help and assure the loan request amount will be appropriate to meet those needs.

Requestors need to do some initial planning and research. Use this form to help gather the key information for your project and please review the *Child Care Start Up Guide* on the City's website for additional information and resources. Complete *Part 1 – Project Information* below prior to requesting an assessment. Once completed, contact City Staff to schedule the visit at (650) 522-7164 or [childcarefacilitiesfund@cityofsanmateo.org](mailto:childcarefacilitiesfund@cityofsanmateo.org).

## Part 1 – Project Information

|   |  |
|---|--|
| <b>Pre-Applicant Name</b>   |  |
| <b>Property Address</b>   |  |
| <b>Legal Property Owner Name</b><br><i>if different from Pre-Applicant</i>  |  |
| <b>Is this location a New or Expanding Family Child Care Home (FCCH)? If yes, which?</b>                                |  |
| If yes, provide brief description below of what is you want to do at the home. Please also answer questions 1- 3 below. |  |

|    |  |  |
|----|--|--|
| 1  | <b>Target ages?</b>  |  |
| 2  | <b>How many students of each age range?</b>  |  |
| 3  | <b>Target total number of students?</b>  |  |
| 4  | <b>Estimated number of employees?</b>  |  |
| 5  | <b>What is the current use of the building?</b><br><i>i.e. offices, warehouse, church, existing day care</i>   |  |
| 6  | <b>Is the intent to use the whole building or part of the building?</b>  |  |
| 7  | <b>What is the property zoned?</b>   |  |
| 8  | <b>How many on-site parking spaces does the property have?</b>   |  |
| 9  | <b>Based on child care licensing requirements and number of students, what is the TOTAL OUTDOOR PLAY space square footage needed for this site?</b>    |  |
| 10 | <b>Based on child care licensing requirements and number of students, what is the TOTAL INDOOR ACTIVITY space square footage needed for this site?</b> |  |
| 11 | <b>What floor level will the day care be located on?</b><br><i>i.e. ground floor, basement, 3rd story</i>  |  |
| 12 | <b>Does the building currently have a fire sprinkler system?</b>   |  |
| 13 | <b>Does the front door of the building face the street?</b>  |  |
| 14 | <b>Are you aware of any easements that are on the property?</b>  |  |

## Part 2 – Staff Only - Visit Comments

|                                   |  |
|-----------------------------------|--|
| <b>Building Plan Checker Name</b> |  |
|-----------------------------------|--|

|                                |  |
|--------------------------------|--|
| <b>Building Inspector Name</b> |  |
|--------------------------------|--|

|                     |  |
|---------------------|--|
| <b>Planner Name</b> |  |
|---------------------|--|

|                             |  |
|-----------------------------|--|
| <b>Fire Prevention Name</b> |  |
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|                          |  |
|--------------------------|--|
| <b>Public Works Name</b> |  |
|--------------------------|--|