



## BACKYARD CHICKENS LICENSE & PERMIT APPLICATION

Address of Proposed Coop/Pen (City, State, Zip)

Property Owner Name

Property Owner Phone Number

Property Owner Address (City, State, Zip)

Applicant/Primary Contact

(If different than Property Owner)

Applicant/Primary Contact Phone Number & Email Address

Applicant/Primary Contact Address (City, State, Zip)

Contractor Name, Address (City, State, Zip) & Phone Number

(If applicable)

Number of Hens

Dimensions of Pen

Location of Feed Storage

Does the yard have a perimeter fence?

Yes

No

If YES, fence style:

Open

Solid/Privacy

Fence Height

Pen Fence Style

Pen Fence Height

Setback from Property Line: - To Coop:

- To Pen:

Square Footage of Coop

Material of Pen Cover

How will the pen fencing be secured to the ground?

Is this property served by a private septic system?

Yes

No

Square footage of property:

Does subdivision have a homeowners' association?

Yes

No

Zoning of property:

R-1

R-2

RE-1

RE-2

Building Permit Requests (not applicable to annual license renewal if pen and coop remain unchanged):

(Check all that apply)

Fence, for yard (separate misc. building permit application required)

Coop/Accessory Structure, Premanufactured

Fence, for Pen

Coop/Accessory Structure, Custom Build

**\*\* Under Penalty of Intentional Misrepresentation or Perjury,** I declare that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvements in compliance with the provisions of all applicable ordinances. I realize that the information that I have affirmed is a basis for the issuance of the license herein applied for. Approval and construction of plans must be provided through the issuance of a separate building permit(s).

**\*\*** I understand that the fee for a Hen House License of \$150 is separate and in addition to any fees associated with Building Permits for perimeter yard fences and accessory structures (coop), which have a minimum fee of \$70 based on cost of improvement. All fees are due at time of permit/license issuance.

Applicant Signature

Date

Applicant Name (Print)

## **REQUIRED INFORMATION - ATTACH TO COMPLETED APPLICATION (FOR PERMIT OF COOP AND PEN ONLY)**

- HOA approval fencing, coop accessory structure
- Written approval of property owner, if applicant is not property owner
- Site plan
  - May use plat of survey (preferred) or current aerial photograph
  - Draw location, setbacks and dimensions of pen fence and coop on the survey or aerial
  - Indicate location of septic field/tank and distance from the septic system to the proposed coop/pen, if applicable
- Coop details and specifications, including illustrations
- Pen fencing details and specifications
- Hen license holder acknowledgment statements
- County health department approval, for properties served by a private septic system only

# HEN LICENSE HOLDER ACKNOWLEDGMENT STATEMENTS (FOR NEW PERMIT/LICENSE AND ANNUAL RENEWAL)

Read and initial each statement below to acknowledge understanding.

- \_\_\_\_\_ A license for the keeping of chickens and building permits for a structure for the keeping of chickens fencing shall:
- A. Not be granted unless the applicant can show proof that a proposed structure complies with all provisions of the Village code and;
  - B. Not be transferrable or run with the land and shall terminate and become invalid upon the licensee no longer occupying the property for which the license and permit were issued.
- \_\_\_\_\_ I am aware that I must receive approval of the Village prior to obtaining hens and housing on the previously provided site address.
- \_\_\_\_\_ I will follow all Village ordinance and state laws relating to the care and keeping of animals.
- \_\_\_\_\_ I hereby grant the right to Village staff to enter onto my property to inspect the required coop and pen and/or to properly investigate any complaint received by the Village regarding the keeping of chickens.
- \_\_\_\_\_ I am aware that I am responsible for keeping hens within the confines of the required area on my property at all times.
- \_\_\_\_\_ I understand that this permit is a limited license for the purpose of keeping chickens and no vested zoning rights arise from the permit being issued. I also understand that the permit is non-transferrable should my property be sold or occupied by a person different than on this application
- \_\_\_\_\_ I understand that any private restrictions on the use of the property shall remain enforceable and shall supersede any provisions of this license. I affirm that there are no private restrictions including, but not limited to, deed restrictions, neighborhood associations or bylaws, covenants and restrictions and rental agreements. A license issued to a person whose property is subject to private restrictions that prohibit keeping of hens may invalidate the license and subject me to civil actions by others to enforce private restrictions.
- \_\_\_\_\_ Understand that the Village may suspend or revoke any license issued pursuant to this chapter for:
- A. Failure of the licensee to comply with any provision of this code, any other, the laws of the state, federal laws or other applicable legal requirements; or
  - B. Finding that the licensee knowingly furnished false or misleading information or withheld relevant information in any application for a license for the keeping of chickens or for a building permit for any structure for the keeping of chickens.
- \_\_\_\_\_ I understand that as chicken coops (hen houses) are defined as “accessory structures” under Municipal Code Section 156.035 1906, they must also adhere to the following requirements regarding accessory structures:
- A. When a side or rear yard are required, no coop may be located closer than ten (10) feet to the lot line or any other structure on the property.
  - B. No accessory structure shall be constructed on any lot prior to the start of construction of the principal building to which it is accessory.
  - C. Accessory structures on a property with a septic system will need health department approval prior to the issuance of a building permit. Coops must be located a minimum of ten (10) feet from the septic tank, septic lines and absorption field.
- \_\_\_\_\_ I acknowledge that I live in a single-family detached dwelling as per zoning code.
- \_\_\_\_\_ I understand the license is valid for a period of one year from the date of issuance and that renewal of the license annually is required. Failure to renew the license prior to the expiration date will result in the license being terminated, at which time a new application for License and Permit would be required.

# HEN LICENSE HOLDER ACKNOWLEDGMENT STATEMENTS (CONTINUED)

Read and initial each statement below to acknowledge understanding.

- \_\_\_\_\_ I acknowledge and understand the following Hen House License requirements and restrictions as stated in Municipal Code Section 156.035:
- A. Roosters are prohibited.
  - B. Not more than 4 hens are permitted on the property at any time.
  - C. Prior to keeping a hen on the property, a coop and a pen must be constructed in conformance with village code.
  - D. The hens must at all times remain in the coop or pen.
  - E. The coop may not exceed 50 square feet and must have a minimum of 4 square feet for each hen. The pen must have a minimum of ten square feet for each hen.
  - F. The coop must be setback a minimum of 10 feet from any lot line and must be set back at least 30 feet from any existing residence on an adjacent or nearby lot.
  - G. Coops may not be constructed on or over municipal easements, public utility easements or drainage easements.
  - H. Not more than one coop is permitted on any lot.
  - I. A pen is required for a coop, the pen must adjoin the coop.
  - J. The pen may not cover more than 25% of the rear yard.
  - K. The pen must have a permanent, secure cover capable of deterring predators.
  - L. Pens must be setback a minimum of 5 feet from all property lines.
  - M. Pens and coops must not exceed 6 feet in height.
  - N. The pen and coop must be completely surrounded by a 6-foot solid wood or PVC fence. If a 6-foot solid wood or PVC fence encloses the perimeter of the residential rear yard, the pen and coop may be surrounded by an open fence of 6 foot in height.
  - O. Feed must be stored in a rodent proof container.
  - P. All pens and coops shall be kept in a clean, sanitary condition free from refuse and waste.
  - Q. Chickens are only permitted within the pen and the coop.
  - R. No odors emanating from the pen or coop may be detectable from an adjoining property.
  - S. No chicken slaughtering is permitted.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant Name (Print)**