

CHICKEN (HEN) PERMIT APPLICATION
City of Menlo, Iowa

A. APPLICANT INFORMATION

Permit Applicant: (PRINT) _____

Phone Number(s): _____

Address where Hen(s) will be located: _____

Number of chickens to be kept: _____

(No roosters are allowed; Maximum number of hens is 8)

REQUIREMENTS FOR APPLICATION

1. Attach a drawing of proposed location including a narrative showing all lot lines, dimensions of proposed construction of henhouse/coop and enclosed pen and any information required in determining location. Be specific and detailed in your sketch and in your narrative statement, so the application furnishes a complete picture, in words and drawing, of what you propose to do. No dimensional changes shall be made to henhouse/coop without first obtaining approval from the City Council.
2. The permittee shall not allow chickens to roam out of henhouse/coop and/or pen. No dog or cat or other domesticated animal which kills a chicken out of henhouse/coop and/or pen will, for that reason alone, be considered a dangerous or aggressive animal or trigger the city's responsibility to enforce its animal control provisions.
3. The permittee shall take necessary action to reduce the attraction of predators and rodents and the potential infestation of insects and parasites. Chickens found to be infested with insects and parasites that may result in unhealthy conditions to human habitation may be removed by the Mayor or *a person designated by the Mayor, with the assistance of the County Sheriff, if necessary.*
4. The permittee shall allow for the City staff to inspect permitted henhouse/coop and/or pen at any time to investigate a complaint related to the permit.
5. If permit application is for a tract of land that is rented the landlord of the property must provide written permission for renter have chickens (hens) on the property and to build henhouse/coop and pen and provide same to the City Council.
6. The permittee shall complete attached Statement of Understanding.

B. STATEMENT OF UNDERSTANDING (PLEASE INITIAL BY EACH ITEM)

- ____ 1) I am aware that I must receive approval from the City prior to obtaining chickens (hens).
- ____ 2) I will follow all City ordinances and state laws relating to the care and keeping of animals.
- ____ 3) I am aware that I am responsible for keeping chickens within the confines of the chicken coop at all times.
- ____ 4) I am aware that I may not make any dimensional changes to my chicken coop without first obtaining approval from the City of Menlo.
- ____ 5) I grant the right for the City staff to inspect my property at any time to investigate a complaint related to this permit.
- ____ 6) I acknowledge that I live in an owner-occupied single-family home, or if renting, have the written permission of my landlord and have provided the same to the City.
- ____ 7) I understand that the City Council's approval is good for two years, by which time the City may have developed different guidelines and I must reapply for my continued keeping of chickens(hens).
- ____ 8) I understand that there is a permit fee of \$10.00 per twenty-four (24) month period.

____ I have viewed the City Ordinance 4-1-9 regarding the keeping of chickens (hens).

I affirm that all statements contained in the application are true and correct and that I the permit holder will keep the chickens in compliance with all related ordinances and as otherwise directed by the City Council. I understand that failure to comply with regulations may result in revocation of the permit and/or issuance of a municipal infraction.

Signature _____ Date _____

CHICKEN (HEN) PERMIT
CITY OF MENLO, IOWA

The following resident is granted permission to keep chickens (hens) on their property for a period of **two (2) years, ending** _____ at which time resident must reapply to the Council for continued permission.

Name: _____

Property Address: _____

Phone Number: _____

Maximum number of chickens (hens) allowed is eight (8), no roosters.

The applicant has been found to have provided acceptable documentation to meet the following standards set by the City Council:

- ___ Acceptable description of chicken house/coop and pen.
- ___ Acceptable diagram of the property including dimensions and location of chicken house & pen.
- ___ Landlord sign-off attached to application (if applicant is a tenant).
- ___ Completion of Statement of Understanding on application.

Additional Restrictions (if any) _____

Approved by the City Council this _____ day of _____, 20_____.

Mayor

City Clerk

PERMIT FEE \$10.00 PAID _____ DATE _____ PERMIT # _____