PERMIT TO KEEP CHICKENS APPLICATION

CITY OF WAUPACA, WISCONSIN

(APPLICANT SHALL COMPLETE ALL ITEMS IN RED.)

PERMIT IS VALID FOR ONE CALENDAR YEAR BEGINNING JANUARY 1, AND ENDING DECEMBER 31. Permits purchased after January 1 in any given calendar year will also expire December 31 of that year; and permit fees will not be pro-rated. Permits required for chickens in one & two family districts (R-1 or R-2) only. A permit is not required for chickens permitted in AG Agricultural District but must conform to that district's requirements.

APPLICANT/PROPERTY INFORMATION

Applicant Name: _____ Date: _____

Address (where chickens are to be kept): _____

Mailing Address (if different): _____ Zip: _____

Phone Number: _____ E-mail: _____

Property Zone: _____ *(must be R-1 or R-2)* ☐ Single Family ☐ Two-Family

PERMITTING FEES

Permitting fee is $50.00 per household initially plus $20.00 annually for up to 5 chickens.
(Make checks payable to City of Waupaca)

REGULATIONS FOR KEEPING CHICKENS

1. PERMIT REQUIRED. No person shall keep chickens in R-1 and R-2 District without obtaining a valid permit issued by the Community and Economic Development Department and registered with the Wisconsin Department of Agriculture, Trade and Consumer Protection "Livestock Premises Registration Application". The permit process requires a completed application accompanied with a fee $50 per household initially and $20 annually thereafter. The permit year shall commence on January 1 of each year and permit shall expire on December 31 of that year. The permit is non-transferrable and non-refundable. The permit application is also subject to notification and approval pursuant to subsection 2.
2. NEIGHBORHOOD APPROVAL REQUIRED. Before a permit is issued for the keeping of chickens, the applicant shall obtain the written consent from the owner of the property where the chickens shall be kept and any occupants or owners of the directly abutting properties. Written consent shall be provided at the time of application.
3. KEEPING OF CHICKENS ALLOWED. The keeping of up to five(5) chickens, with a permit, is allowed on a residential premise in areas zoned R-1(Single Family Residence) District or R-2 (Two Family Residence) District, provided the following:
    a. No person shall keep any rooster.
    b. The outdoor slaughtering of chickens in residential districts are prohibited.
    c. Chickens shall be provided with fresh water at all times and adequate amounts of feed.
    d. Chickens shall be provided with a sanitary and adequately-sized covered enclosure, or coop, and shall be kept in the covered enclosure or a sanitary and adequately-sized and accessible fenced enclosure, or yard, at all times.
    e. Chicken coops shall be constructed in a workmanlike manner, be moisture-resistant and either raised up off the ground or placed on a surface such as concrete, patio block or gravel.
    f. Chicken coops and yards shall be constructed and maintained to reasonably prevent the collection of standing water, and shall be cleaned of hen droppings, uneaten feed, feathers and other waste daily and as is necessary to ensure that the coop and yard do not become a health, odor or other nuisance.
    g. Chicken enclosures shall measure a minimum of seven (7) square feet in area or three (3) square feet in area per chicken, whichever is greater with one (1) nest box provided per every two (2) chickens.
    h. Chicken enclosures shall provide elevated perches to ensure chickens are able to rest in their natural roosting position.

i. A sufficient quantity of suitable clean bedding material, to provide insulation and protection against the cold and dampness and promote the retention of body heat.
j. Provide access to an outdoor enclosed run area for the majority of the daylight hours, and secured in their coop at night.
k. No enclosure shall be located closer than 25 feet to any residential structure on an adjacent lot.
l. No enclosure shall be located in the front or side yard of a dwelling.
m. No enclosure shall be located closer than ten (10) feet from principal structure and three (3) feet from side and rear property lines.
n. In addition to compliance with the requirements of this section, no one shall keep chickens that cause any nuisance, unhealthy condition, create a public health threat or otherwise interfere with the normal use of property or enjoyment of life by humans or animals.

4. PUBLIC HEALTH REQUIREMENTS.
   a. Chickens shall be kept and handled in a sanitary manner to prevent the spread of communicable diseases among birds or to humans.
   b. Any person keeping chickens shall immediately report any unusual illness or death of chickens to the health department.
   c. The Waupaca County Health Department may order testing, quarantine, isolation, vaccination or humane euthanasia of ill chickens or chickens believed to be a carrier of a communicable disease.

5. PERMIT REVOCATION.
   a. A permit is subject to revocation upon failure to comply with any provisions of subsection 3 or 4. Once a permit is revoked, a permit shall not reissue.
   b. Removal of Chicken. Any chicken may be impounded or removed from the City for violations of this chapter. The chicken's owner shall be responsible for costs of the impoundment or removal.
   c. The Community and Economic Development Department shall issue permits and enforce the provisions of this code, except that the public health provisions of subsection (4) above, shall be enforced by the Health Department.

Total number of hens to be kept: _____ *(a maximum of five (5) hens are allowed per residential lot).*

You must provide the following with your application:

☐ Proof of registration with the State of Wisconsin (WI Statute 95.51). Register online at www.wiid.org or phone WLIC at 888-808-1910.

☐ Consent from all occupants if a Two-Family Residence. (Notification is not required for annual renewals.)

☐ Consent from all directly abutting properties. (Notification is not required for annual renewals.)

☐ Scaled Site Plan/Zoning approved by Community & Economic Development Department.

Complete regulations regarding the keeping of chickens within the City of Waupaca can be found in 26.06 of the City of Waupaca Municipal Code.

REQUEST AND AFFIDAVIT

The applicant must read the following statement carefully and sign below:

I hereby certify that the information submitted is true and correct to the best of my knowledge. In submitting the permit application, I acknowledge and agree the application is subject to all the regulations found in 26.06 Keeping of Chickens in R-1 and R-2 District, City of Waupaca Municipal Code and further agree to fully comply with said regulations. If the requirements of 26.06 are not complied with, the City of Waupaca may revoke any permit granted.

_____ _____
Applicant Signature Date

_____ _____
Owner Signature Date

APPLICANT/PROPERTY INFORMATION

Applicant Name: _____ Date: _____

Address (where chickens are to be kept): _____

A maximum of five (5) chickens may be kept per residential lot in areas zoned R-1 (Single Family Residence District) or R-2 (Two-Family Residence District) provided that all families living in a Two-Family Residence where a chicken permit is requested consent to the presence of chickens and written consent from all abutting neighbors' property is submitted.

No chicken enclosure, food storage unit or waste compost shall be located closer than 25 feet to any primary residential structure on an adjacent lot and must be located in the rear yard of the property, as defined by Ordinance No. 06-18. The structure must also meet required setbacks, as regulated by Ordinance No. 06-18 (see 26.06 of the City of Waupaca Municipal Code).

Please attach a scaled site plan of the property, including location of property lines, the distances to neighboring principal structures and the proposed location(s) of all chicken related items (enclosure, run, food storage, compost unit, etc.).

Please list all adjacent properties and provide consent signatures from those properties. Also, if applicant property is a Two Family Residence, list and provide consent from all occupants.

Instructions to Directly Abutting Property Owners and to Occupants of Two Family Residences.

(1) Your neighbor is applying for a permit to keep chickens in their rear yard. A maximum of five (5) chickens may be kept under this permit. If you are an adjacent property owner, your consent to this permit is required for issuance.

(2) If your neighbor occupies a Two-Family Residence and you occupy one of the units in that residence, your consent to this permit is also required for issuance.

By signing this form, you are providing written consent for the issuance of the permit.
Do not sign the form if you are NOT giving consent to the issuance of a permit.

Street Address	Owner Name	Signature (consent to issue permit)

For Two Family Residences (all occupants must sign):

Street Address	Occupant Name	Signature (consent to issue permit)

FOR CITY STAFF USE ONLY

APPROVAL

Date Received _____ Staff Name _____

Date Approved _____ Signature _____

Fee _____$50.00_____ Initial ($50) Annual ($20)

Receipt # _____