



# CITY OF BAYPORT

Website: <http://www.ci.bayport.mn.us>

294 NORTH 3<sup>RD</sup> STREET

BAYPORT, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

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## SMALL BIRD / FOWL PERMIT

### GENERAL REGULATIONS

We welcome your application for a small bird / fowl permit. The City Council has established regulations for the keeping of small birds / fowl within the city, which includes issuance of a permit. The duration of the permit is January 1 – December 31 of each year. The annual fee for such permit shall be \$25.00 for up to 4 birds/fowl, which must be paid at the time of application.

Small birds / fowl defined by the city's ordinance include chickens (hens only), turkeys, ducks, or pigeons. To qualify for a small bird / fowl permit, the applicant must submit all required application materials, as well as demonstrate and agree to the following:

- the applicant shall make written application and agree to adhere to all conditions under which the permit was granted (failure to adhere will result in refusal/revocation)
- the applicant adheres to a minimum of one inspection of the premises on an annual basis (failure to adhere will result in refusal/revocation)
- the applicant has received written consent of at least 80% of all persons having ownership in a property that adjoins to the property for which the permit is sought and can consistently provide this written consent as often as the city deems necessary (this includes properties that may abut the subject property across a street, alley, or public right-of-way)
- at no time shall there be more than any combination of 4 small birds or fowl on any single or two-family property (no small birds or fowl are allowed on any property that contains 3 or more dwelling units)
- the conditions under which the small bird or fowl will be kept and cared for do not constitute a nuisance or health/safety concern
- the small bird or fowl will at no time be contained within a dwelling unit
- the applicant must demonstrate that facilities are present and appropriate practices are being employed to preclude surface or ground water contamination, excessive fecal accumulation, odor, noise or other nuisance

The city's zoning administrator or animal control officer may refuse or revoke any permit at any time for unsanitary or unfit conditions.

## **APPLICATION PROCESS**

Listed below are the steps involved with the small bird / fowl permit application process.

1. **Submittal of application materials**

In order for your application to be considered, the following materials will need to be submitted to City Hall:

- Small bird / fowl permit application form
- Detailed narrative that states the purpose and intent for keeping a small bird / fowl and why your request for a permit should be approved
- Site plan of the property, drawn to scale, that shows the existing structures on the property, as well as the proposed conditions and structures that relate to the keeping of small birds / fowl, including location / method of kenneling, food storage, and feces / litter disposal
- Notification and consent form with the consent of at least 80% of all persons having ownership in a property that adjoins to the property
- \$25.00 permit fee

2. **City review of application materials**

Upon submittal, staff will review the application materials and will notify the applicant within 10 days if the submittal is incomplete for any reason. Applicants should keep a copy of their application materials for their records. Applications deemed incomplete will not be processed until all materials have been submitted.

When the application has been deemed complete, staff will review the materials for compliance with the city's ordinance. The applicant will be notified within 14 business days whether or not the permit has received preliminary approval. Preliminary approval means that the applicant may begin to implement the proposed site conditions as described within the application, such as installation of a kennel and methods for food storage and fecal disposal. However, preliminary approval does not mean that the property or conditions have been deemed suitable to keep a small bird / fowl. An inspection of the property must be performed by the city and permit issued prior to keeping any small birds / fowl.

3. **City inspection of proposed site conditions**

Once the proposed site conditions and structures related to the keeping of a small bird / fowl are complete and in place, the applicant must contact the city to schedule an inspection of the conditions. If staff deems that the conditions demonstrated on the site are suitable for keeping small birds / fowl, and meet the intent of the city's ordinance, a permit will be issued. If staff deems that the conditions are not suitable, staff may provide correction orders to the applicant, which must be completed prior to keeping of small birds / fowl.

4. **City issuance of permit**

Following an approved inspection of the site, the city will issue a small bird / fowl permit to the applicant for the given property. Should the applicant move or change residence throughout the duration of the permit, a new application will need to be submitted for the new address. Permits are issued on an annual basis and are valid January 1 – December 31 of the given year. The annual fee for such permit shall be \$25.00 for up to 4 small birds / fowl.

5. **Permit renewal process**

Prior to expiration, the city will mail current permit holders a renewal application form to submit for the upcoming year. However, if the application information has changed from the prior year, i.e. number of small birds / fowl, structure location, etc., a new application will need to be submitted. The renewal process will be conducted in the same manner as the initial application process, with a required inspection. The renewal process may take up to a few weeks, so applicants should plan accordingly. Permits expire on December 31, and therefore must be renewed prior to this date, in order to continue keeping small birds / fowl on the property.



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## SMALL BIRD / FOWL APPLICATION FORM

In order for your application to be considered, please print in ink or type this application form. Please be advised that information found to be inaccurate or incomplete may result in rejection of your application.

**Date of application:** \_\_\_\_\_ **Type of application:** \_\_\_ New \_\_\_ Renewal

**Property address where small bird / fowl will be kept:** \_\_\_\_\_ Bayport, MN

**Type of residential property:** \_\_\_ Single-family home \_\_\_ Two-family home / townhouse

**Type and number of small birds / fowl:** Chicken (hen): \_\_\_ turkey: \_\_\_ duck: \_\_\_ pigeon: \_\_\_

### Applicant Information

**Applicant name:** \_\_\_\_\_  
Last First Middle

**Applicant address:** \_\_\_\_\_  
Street City/State Zip

**Applicant home telephone:** \_\_\_\_\_ **Applicant alternate telephone:** \_\_\_\_\_

**Applicant email:** \_\_\_\_\_

**Are you 18 years of age or older?** \_\_\_ Yes \_\_\_ No

### Property Owner Information

**Property owner name:** \_\_\_\_\_  
Last First Middle

**Property owner address:** \_\_\_\_\_  
Street City/State Zip

**Property owner home telephone:** \_\_\_\_\_ **Alternate telephone:** \_\_\_\_\_

**Attachments**

The following attachments are required to be completed and submitted with this application form:

- Narrative
- Site plan of the property
- Notification and consent form
- \$25.00 permit fee

**Applicant / Property Owner Signatures**

The undersigned hereby apply for the request as stated in this application form, understand the regulations for keeping small birds / fowl within the city, and agree to abide by these regulations. The undersigned also declare that this application form and the materials submitted in support of this application are complete and accurate.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**NARRATIVE**

A narrative is required to be submitted with the application materials. In the space provided, please describe the following:

- purpose and intent for keeping a small bird / fowl
- method of exercise
- type of food
- method of food storage
- method of feces and litter disposal
- type of facility in which the small bird / fowl will be kept (kennel or cage)
- method of facility sanitation and frequency of cleaning
- why your request for a permit should be approved

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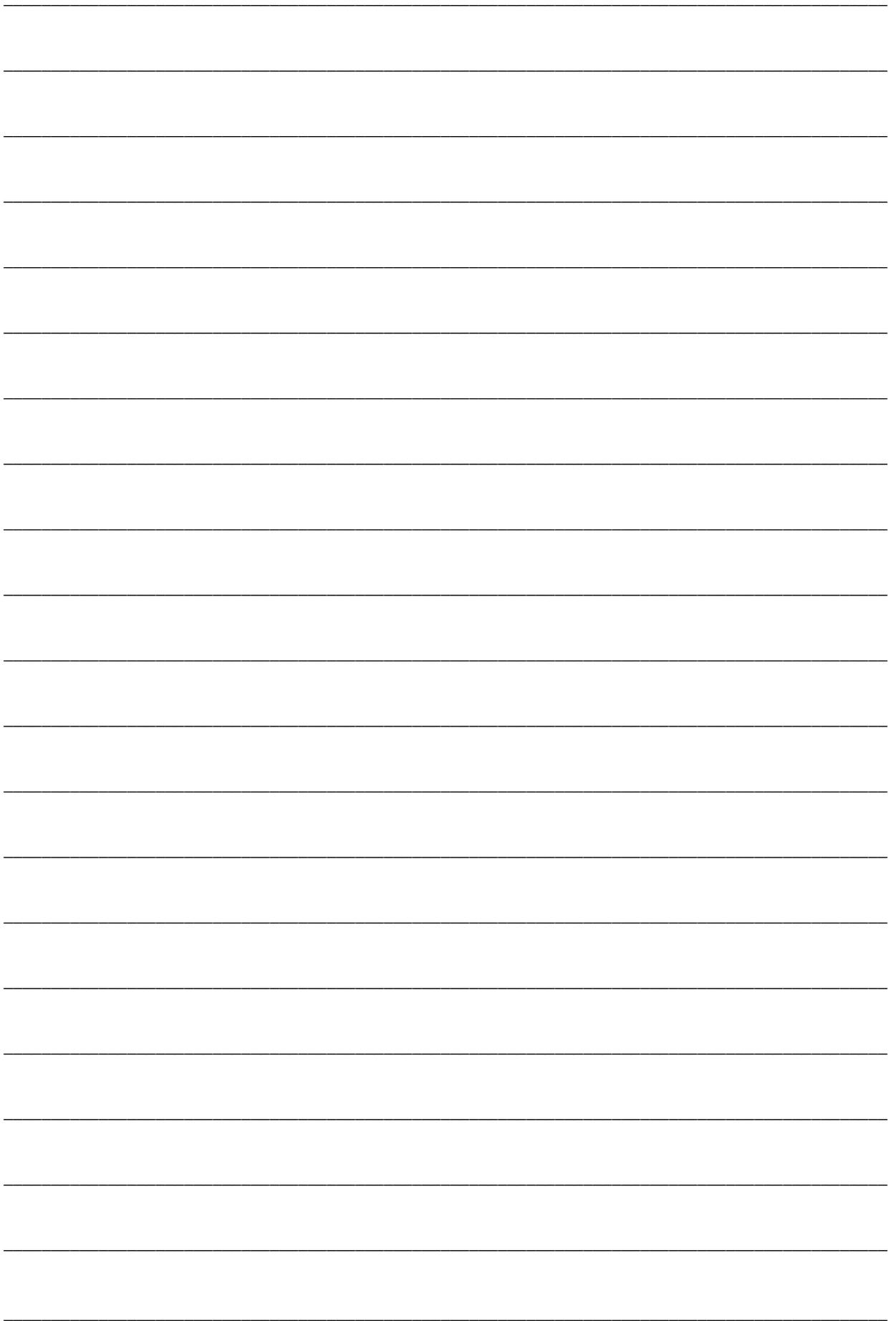
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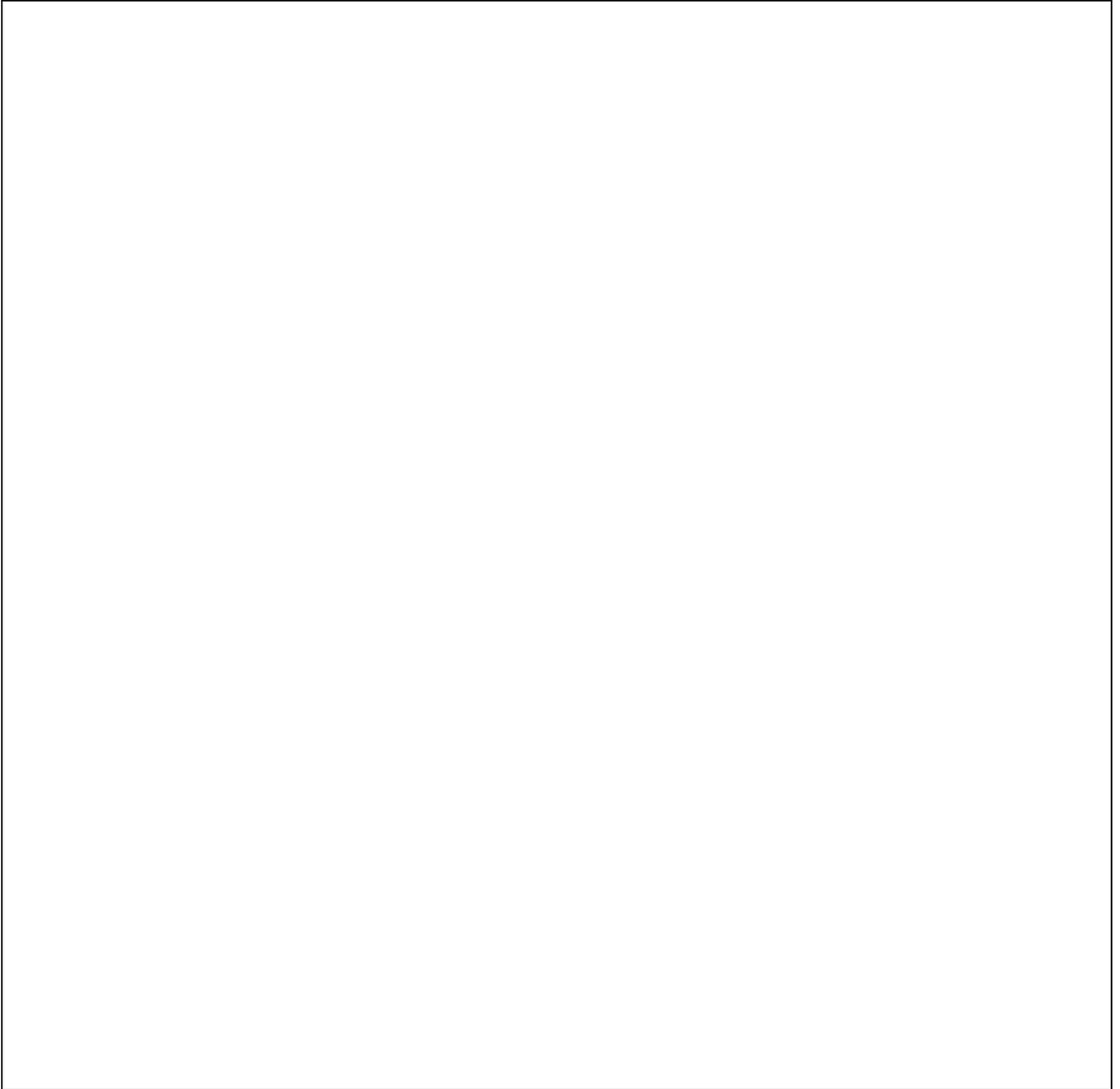
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## **SITE PLAN**

A site plan, drawn to scale, is required to be submitted with the application materials. In the space provided, please sketch and label the following:

- all property lines
- existing structures on the property
- proposed conditions and structures that relate to the keeping of small birds / fowl
- proposed location of kenneling
- proposed location of food storage
- proposed location of feces / litter disposal

A large empty rectangular box with a thin black border, intended for the applicant to draw and label their site plan. The box is currently blank.



3. **Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City/State Zip

**Signature acknowledging notification of permit application:** \_\_\_\_\_

**Are you in favor of issuing a small bird / fowl permit to the applicant?** \_\_\_ Yes \_\_\_ No

4. **Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City/State Zip

**Signature acknowledging notification of permit application:** \_\_\_\_\_

**Are you in favor of issuing a small bird / fowl permit to the applicant?** \_\_\_ Yes \_\_\_ No

5. **Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City/State Zip

**Signature acknowledging notification of permit application:** \_\_\_\_\_

**Are you in favor of issuing a small bird / fowl permit to the applicant?** \_\_\_ Yes \_\_\_ No

6. **Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City/State Zip

**Signature acknowledging notification of permit application:** \_\_\_\_\_

**Are you in favor of issuing a small bird / fowl permit to the applicant?** \_\_\_ Yes \_\_\_ No

**Applicant Signature**

As the applicant, I certify that all adjoining property owners have been notified of my intent to keep small birds / fowl at the property address indicated on this form. I understand that any false information or signatures contained on this form may result in rejection of my application for a small bird / fowl permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date