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# CHICKEN/DUCK LICENSE CHECKLIST

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## ITEMS NEEDED PRIOR TO APPLICATION

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- Completed Chicken/Duck License Application which includes:

*Please attach a scaled site plan or property survey showing the dimensions of the lot, the distance from the proposed coop structure and enclosure to any property lines, and the dimensions of the coop structure and enclosure.*

- Approval by City Planner (Application must be signed by Planner)
- Adjacent Neighbor Consent Form completed
- Payment of \$75.00 Lifetime License Fee

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- Once you have completed construction of the structure and chicken/duck run, please contact the Code Enforcement Officer at 651-554-3216 to set up a time for an inspection. The inspection will include making sure you followed the site plan as approved by the City Planning Department.
  - After the inspection is completed and approved, you will be mailed your chicken/duck license.

For questions about the structure and chicken run,

please contact:

City Planner

651-554-3273



City Clerk's Office

# City of South St. Paul Chicken/Duck License Application

\$75.00 License Fee

Lifetime License

Applicant Name:	Address:
Telephone # (home):	Telephone# (alternate):
Property Owner Name (if different than applicant):	Address:
Number of Chickens or Ducks applying for: (Maximum 4)	

⇒ Please attach a scaled site plan or property survey showing the proposed location of the structure and enclosed outdoor area to house the chickens/ducks on the subject property along with dimensions of the structure and enclosure

⇒ Please attach a drawing or picture of the proposed structure along with a list of the exterior materials for the structure

**Shelter and Enclosure Requirements:**

- Only one chicken/duck structure and/or run shall be allowed per lot
- No chicken/duck structure or run shall be constructed on a lot prior to the time of occupancy of the principal structure
- Structure and runs shall not be located in the front or side yards and shall not be placed within any drainage or utility easements
- Any structure or chicken/duck run shall be set back at least twenty-five feet (25') from any principal structure on an adjacent lot and ten feet (10') from all property lines

**Structure and run fencing must be consistent with applicable zoning codes:**

- Exterior materials for the structure shall be consistent with the requirements for accessory buildings; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.)
- The maximum height for the structure is 12 feet from ground to the peak of the roof
- The maximum size for the structure is 120 square feet
- A floor is not required for the structure
- Fencing for the structure or run may utilize poultry netting fence. Fencing for the enclosed outdoor area should be six feet high to better protect the chickens/ducks from predators
- See attached ordinance for future requirements

**Approval by City Planner**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
City Planner

**Approval by Code Enforcement Officer**

Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
Code Enforcement Officer

Date of Application:	Signature of Applicant
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**FOR OFFICE USE ONLY:**

Received:	Receipt #:
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