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# CHICKEN LICENSE CHECKLIST

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## ITEMS NEEDED PRIOR TO APPLICATION

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- Completed Chicken License Application which includes:
  - Site plan or property survey showing proposed location of structure and chicken run*
  - Proposed structure along with list of the exterior materials for the structure*
- Approval by City Planner (Application must be signed by Planner)
- Adjacent Neighbor Consent Form completed
- Payment of \$75.00 license fee (2 year license that runs from time of application to December 31<sup>st</sup>)



**Once the City receives the completed application, it may take approximately 5 business days to issue the license.**

For questions about the structure and chicken run,  
please contact:  
Peter Hellegers, City Planner  
651-554-3217



City Clerk's Office

# City of South St. Paul Chicken License Application

\$75.00 License Fee

Valid for 2 years

Applicant Name:	Address:
Telephone # (home):	Telephone# (alternate):
Property Owner Name (if different than applicant):	Address:
Applicant E-Mail:	

Number of Chickens applying for: \_\_\_\_\_ (*for properties that are one-half acre or less*) - *Maximum of four (4)*

Number of Chickens applying for: \_\_\_\_\_ (*for properties that are larger than one-half acre*) - *Maximum of eight (8)*

⇒ Please attach a scaled site plan or property survey showing the proposed location of the structure and enclosed outdoor area to house the chickens 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 structure and/or run shall be allowed per lot
- No chicken 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 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 from predators
- See attached ordinance for future requirements

### Approval by City Planner

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

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

Date of Application:	Signature of Applicant
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### For office use only:

Received:	Receipt #:
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