



City of Menasha
**Keeping of Chicken
Zoning and Permit Application**

SUBMIT TO:
City of Menasha
Dept. of Com. Development
100 Main Street, Suite 200
Menasha, WI 54952-3190
PHONE: (920) 967-3650

APPLICANT INFORMATION

Applicant Name: _____ Date: _____
Applicant Address _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
Ownership Status: Owner Occupied Rental

If Non-Owner Occupied

Property Owner Name: _____
Property Owner Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Email: _____
By signature hereon, I allow the tenants at the above address to keep chickens and acknowledgement of all ordinance regulations thereof.
Property Owner Signature: _____ Date: _____

CHICKEN COOP AND RUN INFORMATION

Location of Coop and Run on Property: _____
(e.g. backyard, SW corner or lot, etc).
Height of Coop: _____
(Maximum 7 Feet) **Aggregate Square Footage of Coop and Run:** _____
(Maximum 64 sq. ft.)
Number of chickens you plan to keep _____
(Limit is six (6) per parcel) **Have you submitted your Livestock Premises Application to
WI Department of Agricultural Trade and Consumer Protection?**
 No Yes Registration No. _____

SUBMITTAL REQUIREMENT

A site plan, drawn to scale, showing an accurate depiction of the property must accompany this application. The site plan shall include the location of the proposed coop and run, distance to lot lines, distance to other structures on the subject and adjacent properties, easements and street right-of-way. A drawing or design of the coop and run must also accompany this application.

Permit shall be accompanied by evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection (WDATCP) Wis. Stats. 95.51 and ATCP 17 Wis. Admin. Code). Proof of submission includes, but not limited to, email confirmation to WDATCP, copy of application and proof of mailing, etc.)

SUMMARY OF PROCESS

The application and fee shall be filed with the Community Development Department. The application and site plan are reviewed by Community Development. An initial inspection of the coop shall be certified by the Heath Officer and/or designee prior to the occupancy of chickens.

APPLICANT SIGNATURE AND CONSENT: (required)

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I/We further acknowledge that the the Health Officer and/or designee may enter upon the property to inspect the conditions of the coop and/or chickens upon reasonable notice. I/We also certify that the chicken coop and run will be constructed in accordance with the site plan and description submitted with this application. I/We acknowledge each year thereafter that I/We are required to get an annual license from the City and futher acknowledge that one (1) chicken coop is allowed as an accessory use as long as the property holds a current annual license and permit. I/We acknowledge receipt of the City of Menasha Ordinance Section 7-1-13 (D) Keeping of Chickens in the City and am submitting this application in compliance wthih said Section.

Applicant Signature

Date

FOR STAFF USE ONLY

- | | |
|--------------------------------------|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> WDATCP Registration Number: |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Copy of Sec. 7-1-13 to Applicant |
| <input type="checkbox"/> Fee | Zoning R-1 R-1A R-2 |
| Receipt # | Permit # |

CONDITIONS

APPROVALS

Community Development Staff

Date

Health Officer or Designee

Date