

# Borough of Pitman

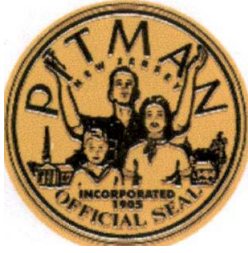
## Backyard Chicken Pilot Program

### Application Guide

1. Pick up an application at the construction office or download one at the Borough's website.
2. Read the Ordinance attached to the application to verify you qualify for the Pilot Program and that you are willing to meet the requirements of the program. Save this copy of the ordinance, it is a good resource guide for reference throughout the pilot program.
3. Fill out the application and return to the Construction Office. The Construction Office is just a drop-off point. The staff there cannot answer any of your questions. Their responsibility is to simply collect any applications and pass them along to the Advisory Board.
4. Any questions can be answered by the Advisory Board, the best way to communicate with the board is through their Facebook page. Pitman's Backyard Chicken Pilot Program or by emailing the Advisory Board President Noah Burrows at nburrows121@hotmail.com.
5. **You Do Not Pay the License Fee When Applying.** You will pay the \$30.00 fee when approved by the Advisory Board.
6. The Advisory Board strongly suggests you submit with your application a rudimentary layout of your property with the planned location of your coop and run with the distances noted from property lines and neighboring Habitable spaces. (See Ordinance)
7. The Advisory Board strongly suggests you submit with your application a rudimentary layout of the Coop and Run you intend to purchase or build. Photographs, Brochures or drawings of the coop and run would be appropriate. Please include dimensions and be sure the structure meets all the requirements. (See Ordinance)
8. **Once the Advisory Board receives your application, we will contact you** to verify we have your application and if licenses are still available. This may take a few business days.
9. Your application will be reviewed by the Advisory Board for license approval. Once they determine if you qualify for a license, a member of the Advisory Board will contact you.
10. Once an applicant has been approved, they must meet all the requirements of the Pilot Program. (Suggested, in this order)
  - a. The **"Basics of Raising Backyard Chickens in The Suburbs,"** Class must be completed.
  - b. The Coop and Run must be Installed to ordinance requirements and inspected by a member of the Advisory Board.
  - c. The \$30.00 License fee must be Paid.
11. Once the license is granted, no more than 4 Chickens can occupy the coop. **Roosters are prohibited.**
12. If by accident you receive a rooster or if you wish to leave the pilot program, please contact the Advisory Board as we can assist you in rehoming your birds.

Please keep in mind, Pilot Program Licenses are subject to inspections. If the Board believe you are in violation of any part of the ordinance, they will contact you concerning the violation and schedule an inspect to verify you are in compliance.

Advisory Board Meetings are open to the public. Meeting take place quarterly throughout the year and times will be posted on the Borough's calendar of events.



# Borough of Pitman

## APPLICATION FOR BACKYARD CHICKEN LICENSE (Backyard Chicken Pilot Program)

The Borough of Pitman has licensing requirements for residents who desire to participate in the Backyard Chicken Pilot Program. Prior to completing the application, please review the Borough of Pitman Code Section 5 Animal Control - Sub Section 5-24.4, and attached documentation, which provides additional information on the rules and regulations that must be met to participate in the pilot program.

---

Name of Applicant(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

Have you ever owned backyard chickens?  Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

---

Number of chickens being licensed at this property location? \_\_\_\_\_

---

1. A license shall not be granted unless the applicant certifies that there are no deed restrictions which prevent chickens from being kept on the property. (Please initial below)

\_\_\_\_ I certify that there are no deed restrictions which prevent chickens from being kept on the property.

2. If the property is located within a homeowners' association (HOA) jurisdiction, the property owner must submit written permission from the HOA for the Borough of Pitman to issue any license set forth in this section.

Not applicable to this property

This property is located within an HOA, see attached written permission

**BOROUGH OF PITMAN – APPLICATION FOR BACKYARD CHICKEN LICENSE**

Property Owner (if different from Applicant)

Name of Owner: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Signature of Property Owner, Certifying Consent:**

Signature	Date
-----------	------

---

By agreeing to participate in the Backyard Chicken Pilot Program, the Applicant acknowledges that they have read the Code of the Borough of Pitman Chapter 5-24.4, and that their property meets the requirements of the Pilot Program. The Applicant acknowledges that they may not begin raising hens until they complete the required class. Should the Applicant at any time desire to withdraw from the Pilot Program, or if a rooster is unintentionally purchased, they will inform the Chairperson of the Backyard Chicken Advisory Board to assist in humanely re-homing the hens or rooster.

A member of the Chicken Advisory Board will review this application with the applicant prior to final approval.

Signature of Applicant(s): \_\_\_\_\_

**If issuance of license is granted by the Pitman Chicken Advisory Board, a license fee of \$30 shall be paid to the Borough of Pitman and the license will be issued by the Municipal Clerk.**



**FOR OFFICIAL USE ONLY**

Verification of mandatory class attendance: \_\_\_\_\_

Date & location of mandatory class: \_\_\_\_\_

Inspection of coop / all setback requirements are met (sign & date by Advisory Board Member):

\_\_\_\_\_

Signature of the Backyard Chicken Advisory Board Chairperson:

\_\_\_\_\_

BOROUGH OF PITMAN – APPLICATION FOR BACKYARD CHICKEN LICENSE

CONSENT TO ENTER PROPERTY

I, \_\_\_\_\_, hereby give my consent to permit the members of the Pitman Backyard Chicken Advisory Board to inspect the property located at

\_\_\_\_\_ for violations and to assure compliance with the conditions of the license as outlined in the Borough of Pitman Code Chapter 5-24.4

\_\_\_\_\_  
Signature of Property Owner / Applicant

\_\_\_\_\_  
Date

The applicant hereby agrees that they must comply with all conditions set forth in Chapter 5-24.4 of the Borough of Pitman Code, entitled Animal Control, prior to the issuance of a license.

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

\_\_\_\_\_  
Date

Every license issued pursuant to this section shall expire on December 31 of each year, excluding the December which occurs within four months of the approved application.

FOR OFFICIAL USE ONLY

Total Payment Received: \$ \_\_\_\_\_

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

Check #: \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Inspection Completed: \_\_\_\_\_

Approved by Board: \_\_\_\_\_

License Issued: \_\_\_\_\_

License #: \_\_\_\_\_

\_\_\_\_\_  
Municipal Clerk Signature

\_\_\_\_\_  
Date

## ORDINANCE NO. 4, 2021

### ORDINANCE OF THE BOROUGH OF PITMAN AMENDING CHAPTER 5, ANIMAL CONTROL, OF THE CODE BOOK OF THE BOROUGH OF PITMAN TO ADD A NEW SECTION TO BE ENTITLED “BACKYARD CHICKEN PILOT PROGRAM”

**NOW, THEREFORE, BE IT ORDAINED**, by the Mayor and Council of the Borough of Pitman, in the County of Gloucester and State of New Jersey that Chapter 5, Animal Control, of the Code Book of the Borough of Pitman is hereby amended as follows:

**Section 1.** Chapter 5, entitled “Animal Control” is hereby amended to add the following subsection:

#### Backyard Chicken Pilot Program

- A. A pilot program for the keeping of backyard chickens is hereby authorized as an exception from Chapter 5, Animal Control, Section 24, Keeping of Animals and Fowl. Keeping of backyard chickens shall be permitted in the Borough of Pitman subject to the rules and regulations as specified in this section. The pilot program shall terminate two years from the effective date of the pilot program unless the Borough Council of the Borough of Pitman acts to continue same prior to that date. In the event the Borough Council does not act to continue the program prior to said termination date, all persons with backyard chickens shall rehome such chickens outside of the Borough of Pitman within ninety days of the expiration of this pilot.
- B. The following shall be eligible to participate in the pilot program: residents of single-family homes or residents of “twin” homes or “row” homes which meet the criteria set forth in this section. If the property is located within a Homeowners Association’s (HOA) jurisdiction, the property owner must submit written permission from the HOA for the Borough of Pitman to issue any license set forth in this section. If a resident applicant is not the owner of the property where the chickens are to be placed, written consent of the owner shall be submitted with the application.
- C. For purposes of this pilot program, no more than 10 household licenses may be issued. Any additional households wanting to participate may be considered on an individual basis by the Chicken Advisory Board established pursuant to Subsection J of this section in conjunction with the liaison to the governing body who may, at their discretion, make a recommendation to the governing body who shall have the authority to authorize the issuance of any license over the 10 permitted during the life of this pilot program.
- D. There shall be a limit of four (4) chickens per license. No roosters are permitted.
- E. The coop and enclosed run shall be kept in the rear yard at least 25 feet from the habitable portion of the neighboring residential dwelling and ten feet from each property line. Garages, attached or otherwise, and accessory buildings shall not be considered a ‘residential dwelling’ for the purposes of calculating the required distance. Chickens may roam outside of the coop area in a backyard suitably fenced to keep them contained provided that a resident age 18 or older is present the entire time.
- F. No person shall keep chickens on his or her property without first obtaining a license from the Municipal Clerk’s office and paying the required fee therefor. No license shall be issued unless the applicant therefor has demonstrated compliance with all criteria set forth in this section and the zoning officer has approved the coop. Every license issued pursuant to this section shall expire on December 31 of each year, excluding the first December which occurs after the pilot

begins. A license shall not be granted unless the applicant certifies that there are no deed restrictions which prevent chickens from being kept on the property.

- G. A license fee of \$30.00 shall be paid for each license issued pursuant to this section.
- H. Each applicant wishing to participate in the pilot program or desiring to keep backyard chickens thereafter in the event the pilot program is not terminated shall be required to take a class on the basics of raising backyard chickens at their own expense. Proof of attendance must be presented with the completed application. The Borough will provide a class minimally once a year at a nominal fee for anyone who has not previously met this requirement. The handling of this class will be the responsibility of the Chicken Advisory Board. A member of the Chicken Advisory Board will review the application with the applicant prior to final submission. Applicants agree to allow Chicken Advisory Board members, local or county health inspector, and/or the Code Enforcement Officer to inspect the property for any violations pursuant to the provisions of this section.
- I. The following regulations and conditions for the keeping and housing of chickens shall be complied with:
  - 1. The coop shall be the appropriate size for the number of chickens, which shall be at least three feet by three feet of space for chickens with a maximum size of 10 feet by 10 feet. The coop shall be inspected by the Borough prior to the granting of a license. Maximum height is 8 feet.
  - 2. The coop shall be dry and well ventilated with windows to admit sunlight.
  - 3. The coop must be kept clean.
  - 4. The coop and enclosed run must be made predator-proof and a minimum of six feet high.
  - 5. Clean water must be provided, and food must be kept tightly closed in a metal container away from the coop and run at night.
  - 6. The yard in the area where the coop located shall be clean and free from odors.
  - 7. There shall be no slaughter of chickens on site under this pilot program.
  - 8. Waste will be handled in such a way as proper composting to prevent offensive odors or disposed in an environmentally friendly manner. Waste shall not be disposed of as part of the normal trash collection and recycling collection.
  - 9. There shall be no selling of eggs.
  - 10. The coop shall include a permanent roof as part of its construction.
  - 11. The coop shall be painted and maintained so that at no time is unpainted wood visible from the exterior of the coop.
- J. A Chicken Advisory Board consisting of five members of the community shall be formed. One Council member to serve as the liaison shall be appointed by the Mayor. The Chair shall be appointed to a two year term by the Mayor, with the approval of Council. The governing body will select the other four members who will also serve for one year. Besides the Chair, of the remaining members, one will be appointed Vice-Chair and the other, Secretary of the Board. At least one member of the board shall be a non-chicken owner. The Board shall meet on a quarterly basis or more often if necessary and keep minutes which shall be submitted along with quarterly reports to the governing body via the Borough Council member selected by the Borough Council as liaison to the Chicken Advisory Board. These reports will include any activities of the Board, as well as any complaints from residents concerning backyard chickens and the resolution of those complaints.
- K. When a complaint is received by the Borough, it will be forwarded to the Chicken Advisory Board for investigation by two members of the Board. If the Board finds a violation of this section, solutions will be discussed with the offending resident to allow him or her to meet the requirements of the pilot program as soon as possible. However, if after 30 days, the violation has not been remedied, the Code Official will be notified so that enforcement proceedings can

be implemented. The Chicken Advisory Board will assist anyone desiring to no longer participate in the backyard chicken program to relocate his or her chickens.

- L. Failure to comply with the conditions and regulations set forth in this section shall result in revocation of the license after notice and a hearing before the governing body. A violation of the conditions and regulations of this section which occurs during the effective period for the pilot program shall not result in additional penalties under Chapter Five of the Borough Code.

**Section 2. Repealer**

All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistencies.

**Section 3. Severability**

Each section of this Ordinance is an independent section, and the holding of any section or part thereof to be unconstitutional, void or ineffective, shall not be deemed to affect the validity or constitutionality of any other sections or parts hereof.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon final passage and publication as required by law.

**BOROUGH OF PITMAN**

\_\_\_\_\_  
MICHAEL L. RAZZE, JR., MAYOR

ATTEST:

\_\_\_\_\_  
JUDITH O'DONNELL  
BOROUGH CLERK/ADMINISTRATOR