

## CITY OF MORRISTOWN

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MORRISTOWN, MINNESOTA 55052  
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Visit our Web Site at [www.ci.morristown.mn.us](http://www.ci.morristown.mn.us)

### Backyard Chicken Keeping Permit Application

## Backyard Chicken Keeping Permit Instructions

Thank you for your interest in a **Backyard Chicken Keeping Permit**. The application and necessary documents are below.

**Background:** A **Backyard Chicken Keeping Permit** is required (Morristown City Code §91.20) for any household that keeps chickens. All permits shall expire on December 31 of each year.

Morristown Residents may not own roosters or 6 or more chickens at any time.

**Cost:**

Permit Type	Initial Fee	Annual Renewal Fee
Chickens	\$25.00	\$25.00

**Process:** The City requires a completed application, site plan, payment, and inspection.

The applicant shall include written consent/approval of the keeping of chickens on their premises from 75% of the abutting property owners, or shall provide proof of the certified mailing notice, and copies of said notice(s) to all abutting property owner(s) which advises the abutting property owner(s) the applicant is applying for a permit from the City of Morristown for the keeping of chickens on their premises. The abutting property owners may object to the applicant's permit application. Any objection must be received by the City Administrator within 10 days of the mailing date of said notice, and failure to provide written objections to the City Administrator-Clerk within 10 days of the mailing of said notice will authorize the City Administrator-Clerk to issue a permit for the keeping of chickens to the applicant at their premises. Upon receipt of a permit application, the Administrator-Clerk shall determine if the application is complete and contains the required consents/approvals and/or proof of the certified mailing of the required notices. If the application is complete and includes written consent/approval from 75% of abutting property owners, the Administrator-Clerk shall issue a permit for the keeping of chickens to the applicant. No permit shall be issued for an incomplete application or for the keeping of chickens on any rental premises. A permit for the keeping of chickens may be revoked or suspended by the Administrator-Clerk or designated Animal Control Officer for any violation of this section following written notice.

To ensure timely processing of your permit request, please confirm that all paperwork is complete and accurate before submitting it. Incomplete application packets **will not** be accepted. Use the "Backyard Chicken Keeping Permit Checklist" to verify that all documents are ready to be submitted. Falsifying information is grounds for denial or revocation of a permit.

## **Backyard Chicken Keeping Permit Checklist**

### **Application**

- ☐ The application is completely filled out, including the questionnaire.
- ☐ Completed site plan.
- ☐ Completed "Neighbor Petition/ Notification" Form

### **Inspection**

- ☐ Inspection will be arranged after the site plan is approved.

## **Backyard Chicken Keeping Permit Application**

**Instructions:** Fill out the information completely and accurately. Submit the application, petition, and other required paperwork to Morristown with payment. Partially completed applications, or applications missing required paperwork **will not** be accepted.

<b>Site Address</b>	_____ Morristown, MN _____
<b>Applicant</b>	Name: _____ Phone Number: _____ Applicant Signature: _____ Date: _____ Email Address: _____ Date of Birth: _____
	Note: No permit will be issued on rental properties.
	QUESTIONS:
<b>General Questions</b>  (attach additional pages as necessary)	Describe your Coop, including size and building materials: _____ _____ _____ _____ _____ _____ _____ _____

<b>General Questions</b>	How do you intend to use the Chickens (companionship, eggs, meat, etc.):
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
	Describe the steps you intend to take to prevent odors, rodents, flies, and other pests:
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
Roosters are prohibited in Morristown. What is your plan to prevent roosters from becoming part of your flock or remove roosters if they do:	
_____	
_____	
_____	
_____	
_____	
_____	
_____	
_____	

I hereby acknowledge that this information is complete and accurate; that the chickens will be maintained in conformance with the ordinances of the City of Morristown, and that any structures will be constructed in accordance with the approved plans. I understand that falsifying information contained in the application or violating the terms of the permit is grounds for denial or revocation.

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Applicant's Signature

\*\*\*\*\*

OFFICE USE: APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_  
 FEE PAID: \_\_\_\_\_ DATE: \_\_\_\_\_ ZONING PERMIT NUMBER \_\_\_\_\_  
 PRE CONSTRUCTION REVIEW COMPLETED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 POST CONSTRUCTION CHECK COMPLETED: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE FOR COMPLETION: \_\_\_\_\_

## Neighbor Petition for Backyard Chicken Keeping Form

Site Address: \_\_\_\_\_

Page: \_\_\_\_\_ of \_\_\_\_\_

The resident at the above referenced address is applying for a permit to keep 1-5 female chickens (hens) on their property. The application process requires applicants to obtain permission from 75% of owners or occupants at properties abutting of their property. Male chickens (roosters) are strictly prohibited.

**By signing below, I am giving permission for the 1-5 chickens (hens) to be kept on the property.**

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner/Occupant Name: \_\_\_\_\_ Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## **Site Plan Instructions**

Site Plan approval is required for all chicken keeping. **Setback and Location:**

- Any chicken coop and chicken run shall be at least ten (10) feet from any neighboring adjacent dwelling, setback, or property line, ten (10) feet from any garage or structure on the property, and twenty-five (25) feet from any rear yard setback.

**Size and Height:** The size of the structure will vary based on the size and number of animals being kept.

- All chicken coops and chicken runs must be located within the rear yard subject to a ten (10) foot setback from any property line and at least ten (10) feet from any neighboring adjacent dwelling. All chicken coops must be a minimum of four (4) square feet per chicken in size, must not exceed ten (10) square feet per chicken in size and must not exceed six (6) feet in total height. Attached fenced-in chicken runs must not exceed 20 square feet per chicken and fencing must not exceed six (6) feet in total height. Chicken runs may be enclosed with wood and/or woven wire materials, and may allow chickens contact with the ground. Chicken feed must be kept in metal predator proof containers. Chicken manure may be placed in yard compost piles.

**Minimum Site Plan Requirements:** Site plans are approved by the Zoning Board. A site plan is a drawing looking down on the lot, showing the dimensions of the lot, the house, garage, driveway, and existing buildings. The Site plan must include:

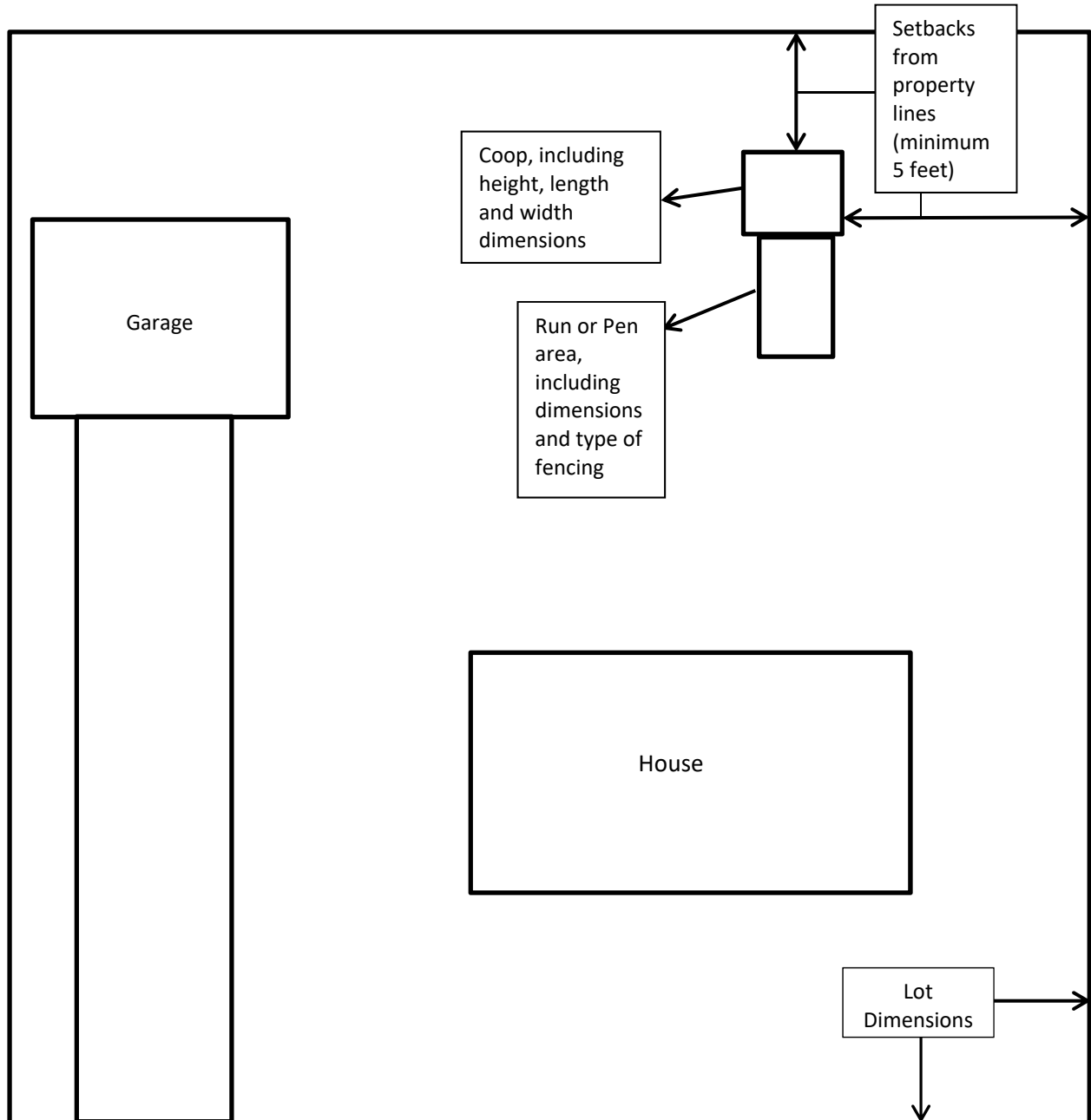
- The location and dimensions of the structure where the animals will be housed.
- The height of the structure.
- The type and location of fencing.
- The distance the proposed buildings are set back from property lines.

The City allows you to have up to 5 chickens. Chicken coops must either be: Elevated with a clear open space of at least twenty-four (24) inches between the ground surface and framing/floor of the coop; or, the coop floor, foundation and footings must be constructed using rodent resistant construction. Constructed of the same quality materials as the primary structure. Chicken coops are not allowed to be located in any part of a home and/or garage. Chickens must be secured in a chicken coop from sunset to sunrise each day and no chickens shall be allowed to run outside of the coop. All coops shall be constructed and maintained in a workmanlike manner. All coops shall be rodent proof and built in such a manner as to prevent access to the coop by rodents. The use of heat lamps in chicken coops is expressly prohibited; however, other heat sources that do not pose a risk of fire shall be allowed.

A sample site plan and proposed format can be found on the following pages, for your convenience.

## Sample Site Plan

***This is a sample:*** This page may not be submitted with a permit application. It is provided only for illustrative purposes. Do not mark-up, revise, or adopt this page to your project.



## Backyard Chicken Keeping Site Plan

**This site plan format is optional:** It is available as a convenience—site plans may be provided in other formats, so long as they contain all necessary information.

**Name:** \_\_\_\_\_ **Site Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Scale:** One (1) square = \_\_\_\_\_ Feet

☐ 1-5 Chickens

