



CHICKEN LICENSE APPLICATION

Part I. General Information

Applicant Information: Person's Name(s): _____

Application Status (check one): New Renewal (must have had a valid license the previous year)

Property Relationship (check one): Owner Tenant

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Property Owner Information (If different): Person's Name(s): _____

Ownership (check one): Individual Trust Partnership Corporation/LLC Other: _____

Mailing Address: _____ City: _____ State: ____ Zip: _____

Office/Home Phone #: _____ Mobile Phone #: _____

Email: _____

Parcel Number: _____

Subject Property Address: _____

Summary of Requirements: Section 7-1-14(e) of the Village of Prairie du Sac Code of Ordinances includes, but is not limited to:

- 10-day neighbor notification requirement
- Only allowed on lots used as single-family – not zero lot lines
- Requires annual license and fee
- Village Board review if less than 50% of contiguous neighbors approve of license
- Limit of four chickens, no roosters
- Allowable bedding materials: Wood chips, straw, or absorbent material
- Coops must meet size and setback requirements as stated in Sec. 7-1-14(e)



Property
Street Address: _____

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Part II. Neighbor Approval

Not less than ten (10) day notice of an application shall be provided to all property owners contiguous with the parcel proposed for a chicken coop before the application is submitted. If less than fifty percent (50%) of the contiguous property* owners of the applicant property are in approval of the granting of the license, then the Village Board, rather than the Village Administrator, shall consider the granting of application. Attach additional pages if needed.

Property Address	Owner Name	Approve or Disapprove	Owner Signature	Date

*Contiguous property refers to two or more pieces of land that share a common boundary, meaning they are in actual contact or touch each other along a line or at a point. This does include properties across an alley, but not those across a street.



Property
Street Address: _____

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Part III. Permit Application Submittal Requirements

Along with this application, please submit a non-refundable license application fee of \$20 (additional fees may apply). Also, please submit one copy of the following materials to make a complete application.

- Attach plan for the entire subject property, drawn to a recognized scale, and showing the location of the proposed coop and run; its distance from: all property lines, all buildings on the property; and all residential buildings within 25 feet located on neighboring properties.
- Attach diagram of the proposed coop and run, drawn to a recognized scale, and listing and depicting the type, height, width, total square footage and square footage of each component.
- Attach proof of completed Wisconsin Department of Agriculture, Trade and Consumer Protection Livestock Premise Registration.
https://datcp.wi.gov/Pages/Programs_Services/PremisesRegistration.aspx
- If the property is not owner-occupied (applicant is a renter) signature of the property owner below.
- If less than fifty percent (50%) of the contiguous property owners of the applicant property are in approval of the granting of the license, then the Village Board, rather than the Village Administrator, shall consider the granting of application and an additional fee of \$40.00 is required.
- Any other item of information required by the Village Administrator for the purpose of application evaluation.

Part IV. Signatures

By signing and dating below, I/We:

1. Reviewed and understand Section 7-1-14(e)(6) of the Village of Prairie du Sac Code of Ordinance and its standards of approval related to this application, see page 5 of this application;
2. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
3. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
4. If approved, this permit is good from January 1 – December 31 of the calendar year and must be renewed prior to March 31 of the following year or be subject to an additional \$10 late fee.
5. This permit is intended for the applicant only and is non-transferable;
6. The applicant understands and agrees to not allow their hens to become a nuisance or burden on the community or neighbors in ways which violate this or other Village codes; and
7. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with the approval.

Signature of Applicant

Date

By signing below, I, the property owner, consent to the above applicant to have chicken(s) as depicted in this application.

Signature of Property Owner (if not owner-occupied)

Date



Property
Street Address: _____

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Part V. Record of Administrative Procedures (to be completed by Village)

- Verification that subject property within (check one)
 - Single-Family Residence (Not zero-lot line)
 - Other _____

- Pre-application conference with Village Administrator or designee (optional)

Date of conference: _____ Participants: _____

- Application and required plans filed with Village

Date filed: _____ Village staff who accepted application: _____

- Application fee received by Village

Date received: _____ Village staff who accepted fee: _____

- Application and submitted plans verified as being complete

Date verified: _____ Village staff who verified completeness: _____

- Determination by Village Administrator as to whether requires approval from Village Board (less than 50% contiguous property owner approval). If not applicable, write N/A and go to next step.

Review Authority: _____ Meeting date: _____

Action (circle one): Approval as presented Approval with modifications Denial

- Village Administrator action

Date of Action: _____

Action (circle one): Approval as presented Approval with modifications Denial

- Applicant Notified of Decision

Date: _____ Village staff who notified applicant: _____

Expiration Date: _____



Property

Street Address: _____

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Section 7-1-14(e)(6) Chickens kept on properties where a lawfully permitted or a legal nonconforming single-family land use, per Title 10, Chapter 1 of this Code, exists provided the following conditions are met:

- a. The keeping of chickens shall require an annual license issued by the Village. The Village Administrator shall review applications for chicken licenses. Not less than ten (10) days notice of an application shall be provided to all property owners contiguous with the parcel proposed for a chicken coop. If less than fifty percent (50%) of the contiguous property owners of the applicant property are in approval of the granting of the license, then the Village Board, rather than the Village Administrator, shall consider the granting of application. The license shall expire on December 31 of each year, and the annual fee shall be set forth by the Village Board in the Schedule of Fees. Any license not renewed by April 1 shall be assessed as a late penalty as set forth by the Village Board in the Schedule of Fees. No license shall be issued unless proof of registration with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to Wis. Stats. 95.51 and ATCP 17, Wis. Adm. Code is provided with an application for license. The chickens are raised on the property of the owner, or if a tenant, with the written consent of the owner. Such written consent must be submitted with the application for a license.
- b. A zero lot line, as defined per Title 10, Chapter 1 of this Code, is not qualified to have chickens.
- c. No more than four (4) chickens may be maintained on any parcel.
- d. No roosters and/or cockerels are to be kept.
- e. All food supplies shall be kept in a secure and rodent-proof container.
- f. Chickens shall not be kept inside of a residence.
- g. The outdoor slaughtering of chickens is prohibited on properties with residential uses.
- h. No person may offer to sell chicken products, including eggs, or chicks accumulated from the activities permitted hereunder.
- i. The use of mechanized farm equipment is prohibited.
- j. Chickens shall be kept in a completely enclosed and covered coop or run at all times. A coop is defined as an enclosed accessory structure designed for the keeping of chickens and meeting the requirements of this section. A run is defined as a covered fenced cage attached to a coop. The coop and run shall be constructed of sturdy, predator-proof and rodent-proof material and shall provide adequate shade from the sun and warmth in cold weather. The coop and run shall be constructed and maintained in a manner that is compatible with the character of the area and so as to not constitute a public nuisance. The floor of the enclosure shall be covered with wood chips, straw, or similar type absorbent material and be regularly cleaned and otherwise maintained. The coop and run combined shall be a minimum of ten (10) square feet per chicken, but the coop shall not exceed twenty-four (24) square feet in area and the run shall not exceed forty (40) square feet in size. No coop or run shall be closer than ten (10) feet to any lot line nor closer than twenty-five (25) feet to any neighboring residential structures. The chickens, coop and run must be kept in the area behind the principal structure of the applicant property and not be kept in the front yard or street side yard (reference Sec. 10-1-0104). Per Sec. 7-1-11, coops and runs shall be kept clean, dry and odor free and sanitary condition at all times in such a manner as not to disturb the use or enjoyment of adjoining property due to noise, odor or any other adverse impact.
- k. In the event that a license holder accumulates two violations, Sec. 7-1-21, of this Chapter within any 12-month period, or three violations within any 36-month period, the license shall be revoked. A person whose license is revoked shall have the right to a hearing on the revocation before the Administrative Committee of the Village Board, if such hearing is requested in writing within 10 days of service of the Notice of Revocation. A Notice of Revocation is deemed served upon the day of mailing if sent by certified mail to the applicant of the license at the address as listed upon the application for the chicken license.

Village of Prairie du Sac Ordinances available at <https://www.prairiedusac.net/ordinances>