

Keeping of Chickens, Ducks and Quail License Application

City Code Chapter 91.02



**Five-year licensing period.*

Fees:

_____ License Fee \$75.00

APPLICATION CHECKLIST:

To prevent delay, please ensure the following information is submitted.
Incomplete applications are not accepted and will be returned immediately.

- ☐ Keeping of Chickens, Ducks and Quail License Application
- ☐ Application Fees
 - Check should be made payable to the City of Hastings. Credit card and cash are also accepted. *All credit / debit card payments will be assessed a convenience fee.*
- ☐ Ordinance Acknowledgement
- ☐ Tennessen Warning
- ☐ A Scaled Site Plan or Property Survey showing:
 - Property dimensions, proposed location of the building and enclosed outdoor area to house the chickens, including distance from other structures on the property and property lines; and dimensions of the proposed building and enclosure.
 - To view and aerial map of property lines: <http://gis.co.dakota.mn.us/DCGIS/>
- ☐ A Drawing or Picture of the proposed building to house the chickens.

APPLICATION PROCESS:

- ☐ Return the complete application packet and the required fee(s) to the Deputy City Clerk.
- ☐ Once all required documents have been received, the application will be reviewed. Please allow 10 business days after all materials have been received for review.
- ☐ The City Planner will review the application and contact the applicant if additional information is required.
- ☐ Once review is complete, the City Planner will advise the applicant on constructing the proposed building.
- ☐ Once constructed, the applicant will need to contact the City Planner to request a compliance inspection.
- ☐ Once the inspection is successfully completed, the license certificate will be issued.

The data you furnish on this application will be used by the City of Hastings in the issuance of your license. Disclosure of this information is voluntary. You are not legally required to provide this data; however, if you fail to do so, the City of Hastings may be unable to process this application. Disclosure of your Minnesota Business Tax ID Number and Social Security Number is required by Minnesota Statutes 270C.72, and your Minnesota Tax ID Number and/or Social Security Number may be requested by and released to the Minnesota Commissioner of Revenue. After submission, all information contained in this application except your Social Security Number will be public information pursuant to Minnesota Statutes, Chapter 13.

Applicant Signature

Date

Applicant Information

Name:

Address:

Phone Number:

Email Address:

Property Owner Information *(If different than above)*

Name:

Address:

Phone Number:

Email Address:

Specifications

I am applying for *(please check all applicable):*
*(a combination of up to **six** chickens or ducks; up to **ten** quail)*
Keeping of roosters or drake ducks is prohibited.

☐ Chickens

■ Number to be kept: _____

☐ Ducks

■ Number to be kept: _____

☐ Quail

■ Number to be kept: _____

Coop & Run Information

- Chickens:
 - Buildings to house chickens shall provide for a minimum of 4 square feet per chicken.
 - The enclosed outdoor area shall provide for a minimum of 8 square feet per chicken.
- Ducks:
 - Buildings to house ducks shall provide for a minimum of 5 square feet per duck.
 - The enclosed outdoor area shall provide for a minimum of 15 square feet per duck.
- Quail:
 - Building hutches to house quail shall provide for a minimum of 1.5 square feet per quail.
 - The buildings hutches shall include an enclosed section with a solid floor and caged area with a solid roof. Building hutches must be screened from view.

Shelter and outdoor enclosure requirements

Every person who owns, controls, keeps, maintains or harbors chickens, ducks, and quail must keep them confined on the premises at all times and provide them with a building shelter that complies with the following standards:

1. Chickens and ducks shall be provided with a secure well-ventilated roofed structure with a solid floor. The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
2. Only one building and enclosed outdoor area to house the chickens or ducks shall be allowed per lot.
3. Buildings to house the chickens or ducks shall comply with the accessory building requirements and standards in 155.05(D).
4. Fencing for the required enclosed outdoor area for chickens or ducks may utilize poultry netting fence. Fencing may be galvanized or earth tone but shall not be bright colors and in no case can the fence be electrified. Fencing for the enclosed outdoor area should be six feet high or secured from above for predator protection.
5. Any device used for heating (i.e. heat lamps) within the building must be properly rated for that use and secured so as not to cause a fire hazard.
6. Buildings and enclosed outdoor areas shall not be located in the front or side yards.
7. Any building and enclosed outdoor area for the chickens, ducks, and quail shall be set back at least five feet from all property lines.

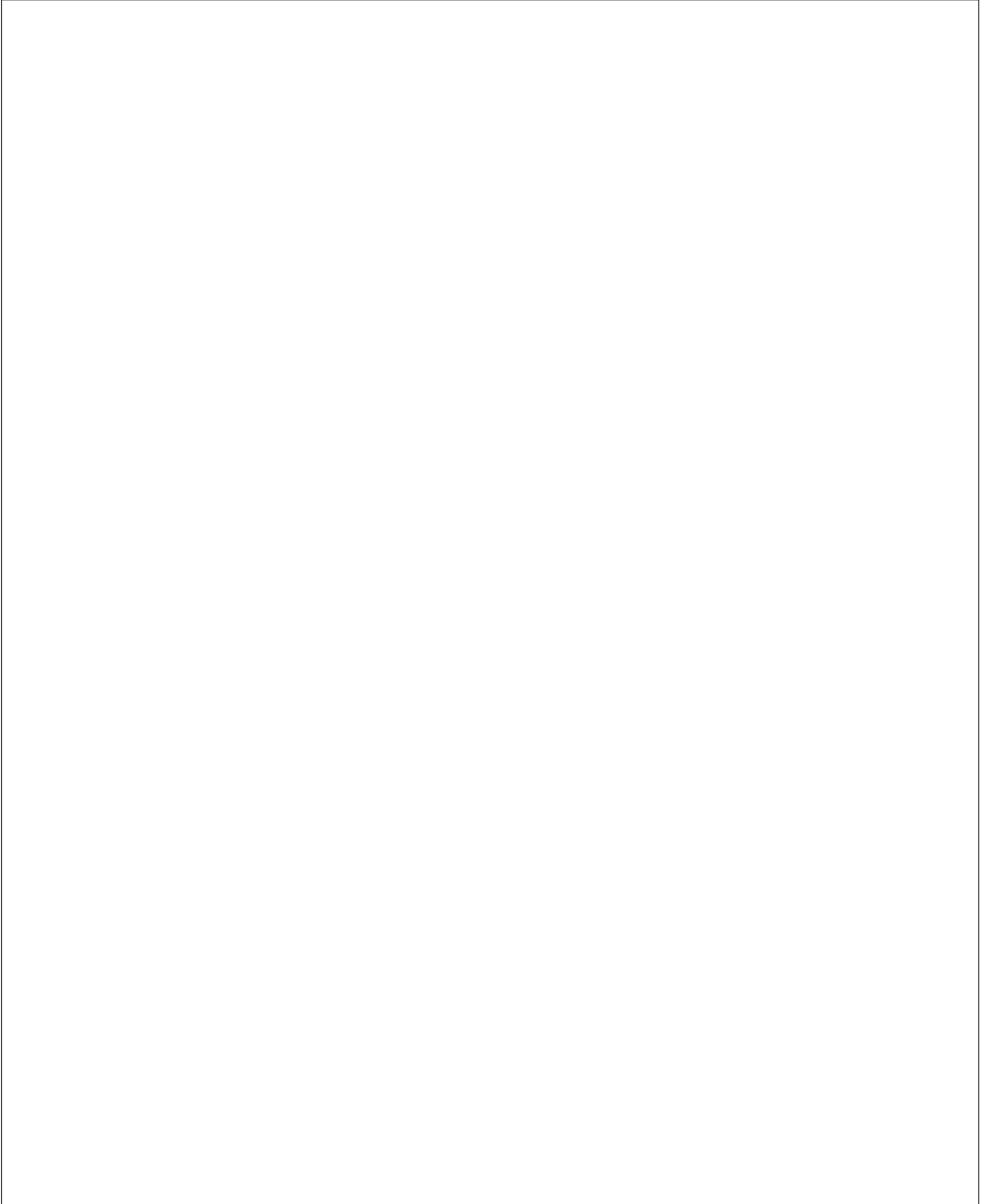
Dimensions of building(s) (*Length, Width, Height*):

Dimensions of enclosed outdoor area(s) (*Length, Width, Height*):

Description of exterior materials for the building(s) and enclosed outdoor area(s):

**Proposed Building & Enclosed Outdoor Area
Sketch**

(attach additional pages if necessary)





Minnesota Government Data Practices Act – “Tennessen Warning”

(Please initial)

The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data until license approval when the data becomes Public: (Minn. Stat. § 13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearings and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers and license status.

The following data collected, created, or maintained is classified as Private: (Minn. Stat. §13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Minn. Stat. §13.41, Subd. 4.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, and/or contracted inspection officials as required by court order; this may include City officials who have a bona fide need to review it. The City of Hastings may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

_____ I have read and understand the above information regarding my rights as a subject of government data.

Ordinance Review

(Please initial)

_____ I hereby acknowledge that I have read, understand, and agree to abide by the regulations set forth in the City’s Ordinance associated with the license for which I am applying.
Furthermore, I also understand that I must comply with the provisions of all applicable state laws.