



# ADMINISTRATIVE PERMIT APPLICATION FOR CHICKENS

The application form(s) shall be answered fully and completely by the applicant. No application shall be issued to a person who does not provide all information requested by the application or such other information as the Issuing Authority or City Council may require.

Per Chapter 8, Section 803.004 of the Winsted Municipal Code, the keeping of chickens may be allowed upon a property developed with a single-family detached dwelling unit within the AG Agricultural District, R-1A Single-Family Residential District and R-1B Single-Family Residential District subject to approval. This is not intended to include single-family detached dwelling units that include homeowner association common area as their yard space.

APPLICATION DATE: \_\_\_\_\_

ORIGINAL APPLICATION

APPLICATION FEE (NON-REFUNDABLE): **\$50.00**

RENEWAL APPLICATION

## APPLICANT INFORMATION

Applicant Legal Name (first, middle, maiden/last): \_\_\_\_\_

Applicant Street Address: \_\_\_\_\_

Applicant Mailing Address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

## SITE AND STRUCTURE INFORMATION

LOT DIMENSIONS: \_\_\_\_\_

- Yes    No   Is the coop and attached run proposed to be within a wetland or wetland buffer, cross over a required rain garden, or extend below the ordinary high water level of a lake, stream or pond?
- Yes    No   Have the corner monuments been found and the property lines been defined?
- Yes    No   Are you keeping chickens between November 1<sup>st</sup> and April 30<sup>th</sup>?
- Yes    No   Do you plan to build a portable coop/run?

PROVIDE SPECIFICATIONS FOR THE CHICKEN COOP AND RUN:

| Coop Dimensions                           | Run Dimensions                   | Start & End Dates |
|---|----------------------------------|-------------------|
| LENGTH: _____ feet. _____ inches          | LENGTH: _____ feet. _____ inches |                   |
| WIDTH: _____ feet. _____ inches           | WIDTH: _____ feet. _____ inches  |                   |
| HEIGHT: _____ feet. _____ inches          | HEIGHT: _____ feet. _____ inches |                   |
| EXTERIOR FINISH MATERIALS FOR COOP & RUN: |                                  |                   |
| CONSTRUCTION METHODS FOR COOP & RUN:      |                                  |                   |

PROVIDE THE BREED NAME AND NUMBER OF CHICKENS TO BE KEPT OF EACH BREED:

| Breed Name | Number of Chickens |   |
|------------|--------------------|---|
|            |                    | <ul style="list-style-type: none"> <li>▪ The maximum number of chickens allowed to be kept on a property is five (5) chickens.</li> <li>▪ The keeping of roosters is prohibited.</li> </ul> |
|            |                    |   |
|            |                    |   |
|            |                    |   |
|            |                    |   |

**THE MAXIMUM NUMBER OF CHICKENS ALLOWED TO BE KEPT ON A PROPERTY SHALL BE FIVE (5) CHICKENS.**

**PERFORMANCE STANDARDS**

1. The owner of the chickens must occupy the property/premises for which the application is issued.
2. The maximum number of chickens allowed to be kept on a property shall be five (5) chickens (hens).
3. The keeping of roosters is prohibited.
4. **COOP AND OUTDOOR EXERCISE AREA SPECIFICATIONS:** A structure for housing the chickens is defined as a coop and outdoor exercise area is defined as a run. A coop and run shall be provided for the keeping of chickens in accordance with requirements for accessory buildings and fences with the following requirements:
  - **Area.** The coop shall not exceed twenty-four (24) square feet in area.
  - **Coop Interior.** The interior floor space of the coop shall provide a minimum of two (2) square feet for each chicken authorized by the administrative permit.
  - **Coop Exterior.** The exterior finish of the coop shall be wood, provided that the surfaces are painted or stained for exterior use or the wood is of proven durability for exterior use, such as cedar, redwood, or cypress.
  - **Coop Winterized.** The coop shall be winterized so as to provide protection for the chickens during winter.
  - **Enclosed Run.** A run with sides and overhead fully enclosed by fencing or wire mesh or netting with a minimum area of five (5) square feet and maximum area of twenty (20) square feet per chicken authorized by the administrative permit shall be provided and attached to the coop so as to provide controlled access between the coop and run.
  - **Predators and Vermin.** The construction of and materials used for the coop and run must be adequate to prevent access by predators and vermin.
  - **Confinement.** Chickens shall be confined inside of a coop from sunset to sunrise each day to prevent attracting predators and minimize nuisance noise.
  - **Keeping of Feed:** All feed for chickens shall be stored inside of an enclosed structure or within a watertight and vermin proof container.
  - **Waste:** The chicken coop and run shall be kept in a sanitary and odor free condition, including the regular and frequent removal, storage in a leak proof container, and proper disposal of any accumulated feces or waste that may create a hazard to

public health, safety, and welfare. Feces, discarded feed, and chicken carcasses shall not be composted or buried upon the property.

**5. LOCATION:**

- The coop and run must be located in the rear yard.
- The coop and run shall be setback a minimum of twenty (20) feet from any lot line and forty (40) feet from any residential dwelling on abutting properties.
- The coop and run shall not be located within a drainage and utility easement.
- The coop and run shall be located closer to the principal dwelling upon the property to which the administrative permit is issued than any other residential dwelling on an abutting property.

**6. PROHIBITED ACTIVITIES:**

- No chicken shall be permitted to roam freely in any area not on the premises to which an administrative permit has been issued in accordance with this section.
- Chickens shall not be kept or allowed at any time within a residential dwelling or accessory structure other than a coop allowed by this section.
- Eggs from chickens kept upon the property to which the administrative permit is issued are for personal use and consumption by the occupants and **shall not be offered for sale or sold.**
- The slaughtering of chickens upon a residential property is prohibited.
- Chickens shall not be kept for breeding purposes.

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**INITIAL THAT YOU HAVE READ AND UNDERSTAND THE PERFORMANCE STANDARDS.**

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REQUIRED MATERIALS

- Administrative Permit completed and signed
- Permit fee, payable to the City of Winsted
- Detailed Sketch Plan (site plan). The site plan shall include:
  - Drawn to scale
  - Location and dimensions of the coop & run
  - Property lines and setbacks to the property line
  - Buildings located on the property
  - Proposed distances from other structures on the subject property
- A detailed waste removal plan, addressing feces/manure, and dead birds

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TENNESSEN WARNING

As an applicant for an Administrative Permit – Application for Chickens from the City of Winsted, you are being asked to provide information about yourself and your chickens, which will be used by City staff and City Council. The purpose of this request for information is to meet the standards set forth by the Winsted Municipal Code, and allows City staff and City Council to reasonably regulate chickens and to provide public health, safety, and general welfare for the City of Winsted. If you choose not to provide all or parts of the data requested, it may diminish the possibility of the City appropriately evaluating the application and may delay or suspend the issuance of the permit. The data you provide is defined by Minnesota State Statute 13.41 (Minnesota Government Data Practices Act) as Licensing Data. While in other settings the data requested may be classified a “Private” or “Confidential”, Subdivision 4 makes application data for licenses “Public.” Your original application and data supplied, and the record of the action taken regarding your application by the City of Winsted, will be placed on file at the City. This information may be subject to review in accordance with the provisions governing Public Data set forth by the Minnesota Government Data Practices Act.

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I have read and agree to all ordinances associated with this Administrative Permit – Application for Chickens. I certify that the information provided is true and correct to the best of my knowledge. I understand that the falsification or misrepresentation of information submitted with my application, constitutes grounds for denial of the permit. I further acknowledge that my application fees are non-refundable.

If a permit is issued, I agree to remain in conformance with all applicable ordinances and codes of the City of Winsted and laws of the State of Minnesota. I will at all times keep the chickens in accordance with all of the conditions prescribed by the City of Winsted, or modifications thereof, and that failure to obey such conditions will constitute a violation of the provisions of Winsted Municipal Code and will be grounds for the cancellation of the permit.

By signing this permit application, I agree that the premises may be inspected by the City of Winsted or it's designee, at all reasonable times to ensure compliance with all applicable conditions.

\_\_\_\_\_  
Printed Name of Applicant

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

\_\_\_\_\_  
Date

**Permit is not valid until approved by the City of Winsted. Submission of documents does not automatically allow a household to have or keep chickens. This permit is not transferable to another owner upon the sale or change in occupancy of the property to which it is issued, nor is it transferable to another property.**

**FOR OFFICE USE ONLY**

Date Application Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_

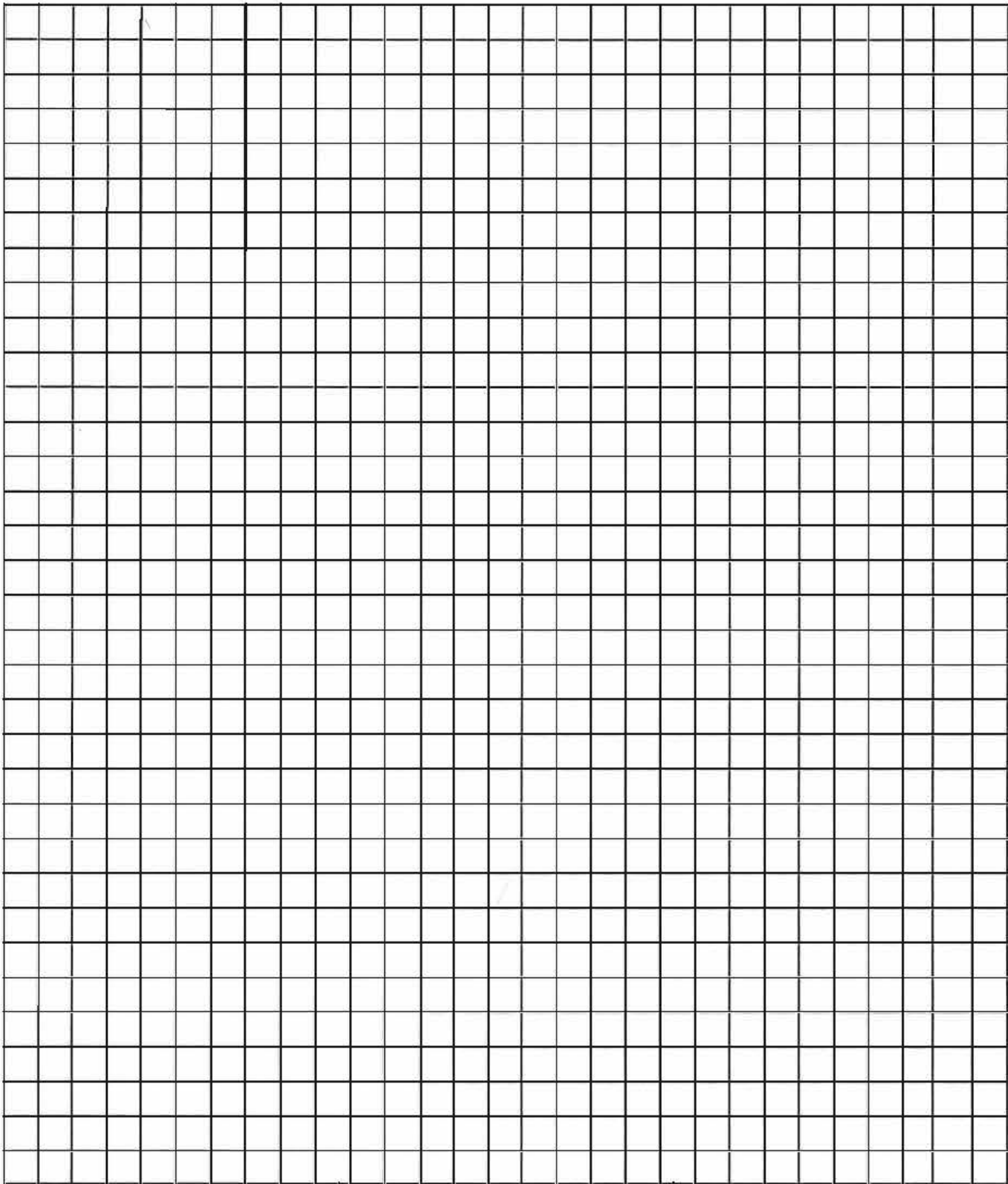
Amount Paid: \_\_\_\_\_ Method of Payment:  Cash  Card  Check \_\_\_\_\_

Property Zoning Classification:  AG  R-1A  R-1B  Other (NOT ELIGIBLE FOR PERMIT)

License Approved/Denied:  Approved Date License Issued: \_\_\_\_\_

Denied Reason for Denial: \_\_\_\_\_

Decision by: \_\_\_\_\_ Signature: \_\_\_\_\_



**NORTH** arrow required  
Scale: 1"=                 feet

# SITE PLAN

**DO NOT USE PENCIL**

Site Address:

Legal Description (required):

Owner's Name:

*This site plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property.*

Applicant's Signature:

Date: