



Renewal for Chicken Keeping Permit

Please review [section 12.17](#) of the Municipal Code before submitting your application.

Owner Information:

1. Name:
2. Phone Number:
3. Email:
4. Address:

Coop Information:

1. Address (if different from the address listed above):
2. Is your proposed coop location within 100' of any neighboring units?
 - a. YES
 - b. NO

*If the answer to #2 is yes, and you have had a **new dwelling unit** built upon an abutting property since you last applied, written approval must be granted by all new (moved into a new dwelling unit within the last year) abutting property owners whose dwelling unit is within 100' of the proposed coop. A copy of each written approval from new neighbors must be submitted with this permit application. Written approval from abutting property owners who have already given their consent or abutting property owners that moved into an **existing dwelling** is not needed.

3. If any changes have been made to the coop since the last permit application, an updated site plan (drawing) of the lot and the coop location must be submitted with this permit. The drawing should show:
 - a. Coop dimensions (must have at least 3 sq. ft. per hen)
 - b. Setback distance from rear lot line (in feet)
 - c. Setback distance from side lot line(s) (in feet)
 - d. Setback distance from sidewalk(s) (in feet)
 - e. Distance from dwelling units on neighboring properties (in feet)
 - f. Distance from dwelling unit on property (in feet)

4. Please submit a photo of your coop and run set-up.

Chicken Information:

1. Please confirm that your intent is to keep chickens for personal and not commercial use (selling of eggs or breeding for purpose of selling birds):
 - a. YES, I intend to keep chickens for personal use only and do not intend to sell commercially eggs and/or birds.

2. How many chickens are you proposing to keep on your property? A maximum of six hens and no roosters are permitted:

Chicken Keeping Permit Fees: \$24.00

This permit expires January 1st of the following year and must be renewed to continue keeping chickens.

Fees are payable as follows:

- Credit Card
- Cash
- Check or Money Order made payable to City of Kaukauna

For Applicant Use Only:

As the permit applicant I declare that this application and all attachments are true, correct, and complete to the best of my knowledge. In submittal of the signed application, I acknowledge that it is my responsibility to comply with the terms and conditions pursuant to City of Kaukauna Ordinance #2017-1760. I further understand that this permit application grants a right of inspection of my permitted coop and run between 8:00 AM – 5:00 PM. Finally, I understand that the Building Inspector, or his or her designee, may suspend or revoke any permit issued for violations of this ordinance, laws, or requirements regulating activity and/or for other good cause.

Signature of Applicant:

Signature of Property Owner (if different from applicant):

Date of Applicant Submission:

For Department Use Only:

Date Permit Application Received:

Site Plan Reviewed:

Payment Received?

Payment Receipt #:

Final Inspection Date:

Name of Staff Inspecting and Reviewing Application:

