

# Town of Grand Rapids Policy and Procedure

## Chicken Permits

The Town of Grand Rapids as per Ordinance #8 – Regulating of Chickens allows 6 chickens per lot. The following is the procedure in which a Chicken Permit will be issued and renewed:

- Applicant must complete a Chicken Permit Application available at the Municipal Building or on the Town of Grand Rapids website: [www.townofgrandrapids.org](http://www.townofgrandrapids.org).
- Completed Chicken Permit Application and Required Supporting Information will be submitted to the Town with associated fees.
- The Town will then schedule the application to be included on a Plan Commission agenda. When the date of the Plan Commission is known, the Town will send notices stating the request to all property owners within a 500-foot radius of the requester's property.
- At the Plan Commission meeting the statements of the public and requester will be heard. The Plan Commission will make the final decision regarding the permit. The decision will be recorded on the application form and signed by the Plan Commission Chairman.
- All approved permits will expire on December 31<sup>st</sup> of each year. The annual permit fee for keeping and maintaining chickens shall be \$35 and must be paid to the Town at the time of application. All renewal permits are due and payable to the Town no later than January 31<sup>st</sup> of the permit year.
- In October of each year, a list of the active permits will be given to the Police Department to review as to whether there have been any complaints on record for the previous year.
- At the meeting of the Plan Commission held after the Police Department review, the Plan Commission will review all existing chicken permits for compliance, eligibility, and violations. All permits that are compliant will be eligible for renewal and the Town will send notice to the applicant on file reminding them of the renewal fee and upcoming meeting. If a renewal permit is not paid by January 15<sup>th</sup> of each year, the owner will be required to remove all chickens from the property, or a citation will be issued for each day owners are not in compliance with Ordinance #8. Citations will be based on Ordinance #39 – Schedule of Fees and Forfeitures.
- Upon revocation and/or application/renewal denial, the Zoning Administrator shall immediately notify the Grand Rapids Police Department.
- A letter of revocation/denial, over the Police Chief's signature, shall be immediately sent to the owner, requesting compliance and noting the property will be checked for compliance 30 days from the mailing.
- After 30 days from receipt of the letter, if non-compliance has been determined, the Grand Rapids Police Department will issue citations for each day of non-compliance retroactive to the date of receipt of the letter, in accordance with Ordinance #39 – Schedule of Fees and Forfeitures. In the meantime, if a complaint is received and a violation is verified, a citation may be issued.

## ORDINANCE 8

### An Ordinance to Establish the Grand Rapids Animal Code

#### 8.2 DEFINITIONS

A. Agricultural Animals; Animals which are used for the production of food or other products. Agricultural animals shall include cattle, hogs, sheep, goats, chickens, turkeys, horses and other animals commonly accepted as farm animals in the State of Wisconsin.

B. Animal unit;	<u>Animal Unit</u>
1) 1 Slaughter Steer or Heifer	1.0
2) 1 Horse	1.0
3) 1 Mature Dairy Cow	1.4
4) 1 Swine over 55 pounds	0.4
5) 1 Sheep or Goat	0.5
6) 1 Turkey	0.1
7) 1 Chicken	0.1
8) 1 Duck	0.2

- Off-spring of allowed animals under the age of 6 months shall not be counted.
- For animals not listed in this table, the number of animal units shall be defined as the average weight of the animal divided by 1000 pounds.

#### 8.11 OTHER REGULATION

A. Agricultural Animals.

- 1) The keeping of agricultural animals in the Agricultural (A) zoning district is a permitted use.
- 2) The keeping of agricultural animals in any other zoning district is limited to parcels of land that are at least 5 acres and is further subject to the following limit:
  - a. A limit of one animal unit per 2 acres of grazable acreage land.
- 3) Notwithstanding subparagraph 2) above, chickens (roosters are prohibited) may be kept or maintained upon the following:
  - a. Up to six (6) chickens (.6 animal units) may be raised within a lot zoned R-1 residential (one- and two-family), a lot zoned R-2 residential (one- and two-family), or R-2S residential (one-family), provided there is a use as a single-family or two-family; upon application to the Plan Commission and permit.

1. Rental tenants of a single-family dwelling or a one-two family dwelling that is zoned R-1, R-2, or R2S shall obtain written approval from the landlord prior to the keeping or maintaining of chickens on the rental premise. The landlord's written approval must accompany the applicant's permit application.
- b. No owner or tenant shall own, keep or maintain chickens within the Town under subparagraph 3 above without first obtaining a permit through application to the Plan Commission. A permit shall be subject to the following requirements:
1. An Initial permit is due and payable, and approval by the Town Planning Commission is required, prior to acquiring and keeping chickens in the Town of Grand Rapids.
  2. During the initial application process, the Town will notify property owners within a 500-foot radius of an applicant's lot, of an applicant's intention to keep or maintain chickens. Notification of property owners shall not be required for renewal of a permit as long as the permit is kept current and has not lapsed.
  3. The permit year shall commence on January 1, and shall end on the following December 31, and shall be renewed annually.
  4. A permit granted shall not transfer to any other property or successor owners of a permitted property. A new permit must be applied for.
  5. Proof of a livestock premises registration with the Wisconsin Department of Agriculture, Trade, and Consumer Protection must be provided prior to the permit being issued.
  6. The annual permit fee for keeping and maintaining chickens shall be set by Town policy for said permit as per Ordinance 39 – "Schedule of Fees and Forfeitures," and must be paid to the Town at the time of application. This fee shall not be prorated.
  7. All renewal permits are due and payable to the Town no later than January 31 of the permit year. Any lapse in permitting shall require the applicant to meet all of the initial permit requirements as set forth above.
  8. A permit acquired under this subsection may be revoked by the Plan Commission upon its finding, after notice to the permit holder of the meeting at which revocation will be considered, that the terms of this ordinance or a permit issued thereunder have been violated.
- c. Any person keeping chickens under subparagraph 3 above, shall

keep or maintain chickens within a coop or attached coop enclosure at all times. Newborn chickens (chicks) up to the age of three (3) weeks may be kept in a residence or outbuilding. Property and coop requirements for permitted chickens under subparagraph 3 above shall be subject to the following:

1. A coop and any attached enclosure shall be located in the side or rear yard area of the permit holder's residence and shall meet all applicable Town Ordinance setback requirements for accessory buildings. A drawing of the coop and any attached enclosure and their locations shall be submitted with the permit application.
  2. A coop and any attached enclosure shall not be closer than 25ft. to a residential dwelling on an adjacent lot.
  3. All chickens shall be kept and maintained within a ventilated and roofed coop in compliance with any applicable state and local requirements. Chickens are not permitted to have free range.
  4. All coops, including an attached coop enclosure, shall be enclosed with wire netting or equivalent material that will prevent chickens from escaping the coop or the attached enclosure. The ability to utilize wire netting or equivalent materials shall only be for the limited purpose of the coop and coop enclosure; wire netting is not to be used as a boundary fence. All other fencing must adhere to the fencing regulations found within Town Ordinance section 52.3(J).
  5. The coop structural floor shall allow at least four (4) square feet per chicken, and the height of the coop shall not exceed six (6) feet above ground level.
  6. The coop shall have a clear open space to allow the chickens to walk on the ground or a concrete slab.
- d. Sanitation requirements for permitted chickens under subparagraph 3 above shall be subject to the following:
1. Chickens and their coops shall be kept and maintained at all times in outdoor areas and shall not be permitted inside a residential premise or dwelling, except as provided in subsection 8.11(A)(3)(c).
  2. Chicken feed shall be stored and kept in containers, which make the feed inaccessible to rodents, vermin, wild birds, and other predators.
  3. All coops and backyards where chickens are kept or maintained shall be reasonably free from chicken manure and other substances, such that the air or environment around the chickens does not become noxious or offensive or create a condition that would reasonably promote the

breeding of flies, mosquitoes, or other insects, or provide a habitat, breeding or feeding place for rodents or other animals, or otherwise be injurious to public health.

4. Any person keeping chickens shall not slaughter any chickens on the premises.
  5. The Town shall have the power, whenever it may deem reasonably necessary, to enter a building, structure, or property where chickens are kept to ascertain whether the keeper is in compliance with this ordinance. The police department and the zoning department may issue compliance orders and citations pursuant to the provisions of this section, and state law.
- 4) This section is not intended to interfere with any restrictive covenants otherwise applicable to certain properties in the Town.
  - 5) Chickens may be temporarily allowed for special purposes such as a public-picnic and other special events upon approval of the Town Board.
  - 6) Any person keeping chickens allowed under this ordinance shall consult with a veterinarian regarding chickens that appear ill, or on the occasion of a sudden death. If a disease that would be contagious to humans is diagnosed, recommendations to insure prevention or transmission of a disease must be followed as recommended by the veterinarian.

B. Stables and Barns.

- 1) Except in the Agricultural (A) District, animals shall be provided a shelter under roof appropriately sized to accommodate the specific animal in a humane manner.
- 2) No stable or barn in which agricultural animals are kept or maintained shall be located within 300 feet of a neighboring dwelling or platted area. In addition, stables, barns, or beehives shall meet normal accessory structure setbacks from property lines and rights-of-way.
- 3) A minimum of 100 square feet of shelter is required for each "animal unit".
- 4) Agricultural animals shall be enclosed in a pen or corral.
- 5) Fences for pens, corrals, pasture or similar enclosures must be of sufficient height and strength to retain such animals.
- 6) No fence shall be located within 200 feet of a neighboring dwelling.

D. Sanitation and health.

- 1) Manure, bedding compost and other waste materials must not be piled or allowed to accumulate closer than 75 feet from any lot line and 140 feet from any neighboring residences.

E. The keeping of wild, dangerous, or vicious animals shall not be allowed.

## **8.12 PENALTIES**

Any person who violates any of the provisions of this Ordinance shall, upon conviction, be subjected to forfeiture per Ordinance 39 "Schedule of Fees and Forfeitures" together with the costs of prosecution.

**This ordinance shall take effect from and after the date of its passage and publication as provided by law.**



**Wisconsin Department of Agriculture, Trade and Consumer Protection**  
**Livestock Premises Registration (c/o WLIC)**  
 135 Enterprise Dr., Ste. 1D  
 Verona, WI 53593-0202  
 Fax: 608-848-4702

If Registered Enter	
Acct #	<input type="text"/>
Premises Code	<input type="text"/>

## Livestock Premises Registry Application

(S. 95.51, Wis. Stats. and ch. ATCP 17, Wis. Adm. Code)

Please return completed form to the address listed above.

**A. Registrant information** If registrant is a business, provide the legal name of that business.

Name of individual (first name, middle initial, last name) * OR legal name of business (or other legal entity) *		Registrant phone* ( )	
All trade or other names* , if any (d/b/a or "doing business as")		County*	
Mailing address*	City/Village/Town*	State*	Zip code*
Registrant type: check one			
<input type="checkbox"/> Individual (includes a pet owner or 'hobby farm')	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Cooperative
<input type="checkbox"/> State or local government entity	<input type="checkbox"/> Tribal entity	<input type="checkbox"/> Trust	<input type="checkbox"/> Estate
		<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Limited Liability Partnership (LLP)

**B. Contact information** List the name of the Primary Contact for the premises. \*Primary contact is the individual who best knows about livestock movement on and off or between the premises locations being registered and can be contacted if there is an animal disease emergency. Check applicable box for each phone number type. If contact does not have a phone number, see instruction sheet.

Primary contact name and phone number* - Fill in below.			
First Name	Middle Initial	Last Name	
Primary contact phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager	Backup Phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager		
( )			
Alternate contact name and phone number - Fill in below (OPTIONAL).			
First Name	Middle Initial	Last Name	
Alternate contact phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager	Backup Phone <input type="checkbox"/> Home <input type="checkbox"/> Business <input type="checkbox"/> Cell <input type="checkbox"/> Pager		
( )			

**C. Address of primary premises location\*** If the primary location does not have an address, see instruction sheet.

Description of location (Examples: "milking barn" or "pasture")				
Premises Address: Check here if same as mailing address in Section A and skip to Section D <input type="checkbox"/>				
City/Village/Town		State <b>WI</b>	Zip code	County
O P T I O N A L	Township number (1 - 53N)	Range number (26W - 30E)	Section number (1-36)	% Section
	Geographic coordinates		Geographic coordinates	
	West (Longitude) (must be between 86.000 and 94.000)		North (Latitude) (must be between 42.000 and 48.000)	

**D. Livestock premises type\*** Check ONE that best applies. If your premises has more than one type of operation, see instruction sheet.

<input type="checkbox"/> Farm or production unit (Includes hobby farm)	<input type="checkbox"/> Livestock exhibition	<input type="checkbox"/> Clinic	<input type="checkbox"/> Market or livestock collection point	<input type="checkbox"/> Rendering or carcass collection point
<input type="checkbox"/> Slaughter establishment	<input type="checkbox"/> Tagging site	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Quarantine facility	<input type="checkbox"/> Non-producer participant (See instruction sheet for definition and examples)

All information with an asterisk (\*) is required under s. 95.51, Wis. Stats. and s. ATCP 17.02, Wis. Adm. Code., unless otherwise specified.

Continued on next page

**E. Types of livestock or livestock carcasses on premises and any secondary locations\*** Check ALL that apply.

<p>Bovine – please specify:</p> <p><input type="checkbox"/> Beef Cattle</p> <p><input type="checkbox"/> Dairy Cattle</p> <p><input type="checkbox"/> Bison</p> <p><input type="checkbox"/> Camelids (includes llamas and alpacas)</p> <p><input type="checkbox"/> Captive cervids (includes deer, elk, moose, caribou, reindeer, and the subfamily musk deer)</p> <p><input type="checkbox"/> Equine (includes horses, mules and donkeys)</p>	<p><input type="checkbox"/> Fish (includes all fish kept at a fish farm that requires registration under s. ATCP 10.61)</p> <p><input type="checkbox"/> Goats</p> <p><input type="checkbox"/> Poultry (includes domesticated fowl like chickens, turkeys, geese, ducks, guinea fowl, squab, ratites like rheas, ostriches, emus, cassowaries, kiwi, and captive game birds like pheasants, quail, wild turkeys, migratory wildfowl, pigeons, and exotic birds raised for hunting, which are raised in captivity)</p> <p><input type="checkbox"/> Sheep</p> <p><input type="checkbox"/> Swine</p>
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**F. Secondary locations** (if applicable)\* If your premises has more than one location (but the same contact individual), you may list up to three secondary locations here. (Example: a dairy farm may list its heifer and dry cow facilities below as two secondary locations because they are at separate geographical locations, yet the contact individual is the same for all locations AND livestock are commingled.) Additional premises need to be registered separately (see instruction sheet).

Description of location (Example: "dry cow facility -- 3 miles west of main premises")				
Address	City/Village/Town	State <b>WI</b>	Zip code	County
Description of location (Example: "heifer facility -- 5 miles southeast of main premises")				
Address	City/Village/Town	State <b>WI</b>	Zip code	County
Description of location				
Address	City/Village/Town	State <b>WI</b>	Zip code	County

**G. Signature**

I declare that I have examined this registration application, and to the best of my knowledge it is true and correct.

Signature of registrant or authorized representative _____	Date _____
Print name of person signing _____	Title of person signing (Examples: "livestock owner" or "Vice President, XYZ Farms, Inc.") _____

All information with an asterisk (\*) is required under s. 95.51, Wis. Stats. and s. ATCP 17.02, Wis. Adm. Code.

**Additional livestock premises registration forms may be obtained by calling (888) 808-1910.**



