



TOWNSHIP OF MONROE

APPLICATION FOR BACKYARD CHICKEN LICENSE

(Chapter 280-18 Backyard Chicken Pilot Program)



The Township of Monroe has licensing requirements for residents desiring to participate in the Backyard Chicken Pilot Program. Before filling-out this application, please review the Code of the Township of Monroe Chapter 280-18 entitled "Backyard Chicken Pilot Program", which provides additional information on the rules and regulations for participating in the Pilot Program.

1) Name of Applicant _____

Property Address _____

Mailing Address _____

Home Phone # _____ Cell Phone # _____

Email Address _____ (check here, if not for public distribution)

Additional Applicant – Name, Phone # and Email Address

_____ Phone # _____

Email Address _____ (check here, if not for public distribution)

2) Have you ever owned backyard chickens? YES NO

If yes, please explain _____

3) How many chickens are you applying to license for at this property? _____

4) A license shall not be granted unless the applicant certifies that there are no deed restrictions which prevent chickens from being kept on the property.

I certify that there are no deed restrictions which prevent chickens from being kept on the property

There are deed restrictions which prevent chickens from being kept on the property

5) If the property is located within a homeowners' association (HOA) jurisdiction, the property owner must submit written permission from the HOA for the Township of Monroe to issue any license set forth in this section.

(check here, if not applicable)



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Property Owner (if different from Applicant)

Name of Owner _____

Home Address _____

Home Phone # _____ Cell Phone # _____

Email Address _____ (check here, if not for public distribution)

Signature of Owner Certifying Consent _____
Property Owner

By agreeing to participate in the Backyard Chicken Pilot Program, the Applicant acknowledges that they have read the Code of the Township of Monroe Chapter 280-18 entitled "Backyard Chicken Pilot Program" and that their property meets the requirements of the Pilot Program. They acknowledge that they may not begin raising hens until they complete the required class. Should they at any time desire to withdraw from the Pilot Program, or if a rooster is unintentionally purchased, they will inform the Chairperson of the Backyard Chicken Advisory Board to assist in humanely re-homing the hens or rooster.

A member of the Chicken Advisory Board will review this application with the applicant prior to final submission.

SIGNATURE OF PRIMARY APPLICANT: _____

SIGNATURE OF SECONDARY APPLICANT: _____

If issuance of a license is granted by the Chicken Advisory Board, a license fee of \$10.00 shall be paid to the Township of Monroe and the license will be issued by the Municipal Clerk.

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FOR OFFICIAL USE ONLY

VERIFICATION OF ATTENDANCE AT MANDATORY CLASS: _____

DATE AND LOCATION OF CLASS: _____

INSPECTION OF COOP AND ALL SETBACK REQUIREMENTS ARE MET (Date & Signature of Advisory Board Member)

SIGNATURE OF THE BACKYARD CHICKEN ADVISORY BOARD CHAIRPERSON:



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CONSENT TO ENTER

I, _____, hereby give my consent to permit Members of the Backyard Chicken Advisory Board to inspect the property for violations, located at

and to assure compliance with the Code of the Township of Monroe *Chapter 280-18 entitled "Backyard Chicken Pilot Program"* and the conditions of this license.

Signature of Owner/Applicant

- The applicant hereby agrees that he/she must comply with all of the conditions set forth in Chapter 280-18 of the Code of the Township of Monroe, entitled "Backyard Chicken Pilot Program", prior to issuance of a license.

Signature of Applicant

Date

Every license issued pursuant to this section shall expire on December 31 of each year, excluding the December which occurs four months after the pilot begins.

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Total Payment Received \$ _____ Date Received _____

Check # _____ Cash _____

Inspection Completed _____ Approved by the Board _____

License Issued _____ License # _____

Municipal Clerk, Aileen Chiselko, RMC

Chapter 280. Animal Control

§ 280-18. Backyard chicken pilot program.

[Added 5-28-2019 by Ord. No. O:19-2019]

- A. A pilot program for the keeping of backyard chickens is hereby authorized as an exception for the above §§ **280-1** through § **280-17**. Keeping of backyard chickens shall be permitted in the Township of Monroe subject to the rules and regulations as specified in this section. The pilot program shall terminate two years from the effective date of the pilot program unless the Township Council of the Township of Monroe acts to continue same prior to that date. In the event the Township Council does not act to continue the program prior to said termination date, all persons with backyard chickens shall be grandfathered and be able to keep their chickens so long as no new ones are added and the guidelines of the pilot are maintained.
- B. The following shall be eligible to participate in the pilot program: residents of single-family homes or residents of "twin" homes or "row" homes which meet the criteria set forth in this section. If the property is located within a homeowners' association (HOA) jurisdiction, the property owner must submit written permission from the HOA for the Township of Monroe to issue any license set forth in this section.
- C. For purposes of this pilot program, no more than 25 licenses may be issued at any one time. Any additional households wanting to participate may be considered on an individual basis by the Chicken Advisory Board established pursuant to Subsection **J** of this section in conjunction with the liaison to the governing body.
- D. There shall be a limit of six chickens per license. No roosters are permitted.
- E. The coop and enclosed run shall be kept at least 20 feet from the habitable portion of the neighboring residential dwelling and five feet from the property line. Garages, attached or otherwise, and accessory buildings shall not be considered a "residential dwelling" for purposes of calculating the required distance. Chickens may roam outside of the coop area in a backyard suitably fenced to keep them contained provided that a resident age 18 or older is present the entire time.
- F. No person shall keep chickens on his or her property without first obtaining a license from the Municipal Clerk's office and paying the required fee therefor. No license shall be issued unless the applicant therefor has demonstrated compliance with all criteria set forth in this section. Every license issued pursuant to this section shall expire on December 31 of each year, excluding the December which occurs four months after the pilot begins. A license shall not be granted unless the applicant certifies that there are no deed restrictions which prevent chickens from being kept on the property.
- G. A license fee of \$10 shall be paid for each license issued pursuant to this section.

- H. Each applicant wishing to participate in the pilot program or desiring to keep backyard chickens thereafter in the event the pilot program is not terminated shall be required to take a class on the basics of raising backyard chickens. Proof of attendance must be presented with the completed application. The Township will provide a class minimally once a year at a nominal fee for anyone who has not previously met this requirement. The handling of this class will be the responsibility of the Chicken Advisory Board. A member of the Chicken Advisory Board will review the application with the applicant prior to final submission. Applicants agree to allow chicken advisory committee members to inspect the property for violations pursuant to the provisions of this section.
- I. The following regulations and conditions for the keeping and housing of chickens shall be complied with:
- (1) The coop shall be the appropriate size for the number of chickens, which shall be at least three feet by three feet of space for chickens with a maximum size of 10 feet by 10 feet. The coop shall be inspected by the Township prior to the granting of a license.
 - (2) The coop shall be dry and well ventilated with windows to admit sunlight.
 - (3) The coop must be kept clean.
 - (4) The coop and enclosed run must be made predator-proof.
 - (5) Clean water must be provided, and food must be kept tightly closed in a metal container away from the coop and run at night.
 - (6) The yard in the area where the coop is located shall be clean and free from odors.
 - (7) There shall be no slaughter of chickens on site under this pilot program.
 - (8) Waste will be handled in such a way as proper composting to prevent offensive odors or disposed in an environmentally friendly manner. Waste shall not be disposed of as part of the normal trash collection and recycling collection.
 - (9) There shall be no selling of eggs.
- J. A Chicken Advisory Board consisting of five members of the community shall be formed. One Council member to serve as the liaison will be appointed by the Council President. The Chair will be appointed to a two-year term by the Mayor. The governing body will select the other four members who will also serve for two years. Besides the Chair, of the remaining members, one will be appointed Vice-Chair and the other Secretary of the Board. The Board shall meet on a regular basis and keep minutes which shall be submitted along with quarterly reports to the governing body via the Township Council member selected by the Township Council as liaison to the Chicken Advisory Board. These reports will include any activities of the Board, as well as any complaints from residents concerning backyard chickens and the resolution, if any, of those complaints.
- K. When a complaint is received by the Township, it will be forwarded to the Chicken Advisory Board for investigation by two members of the Board. If the Board finds a violation of this section, solutions will be discussed with the offending resident to allow him or her to meet the requirements of the pilot program as soon as possible. However, if after 30 days, the violation has not been remedied, the Code Official will be notified

so that enforcement proceedings can be implemented. The Chicken Advisory Board will assist anyone desiring to no longer participate in the backyard chicken program to relocate his or her chickens.

- L. Failure to comply with the conditions and regulations set forth in the section shall result in revocation of the license after notice and a hearing before the governing body. A violation of the conditions and regulations of this section which occurs during the effective period for the pilot program shall not result in additional penalties under Chapter **280** of the Township Code.