

**Office Use Only**

Date Received: \_\_\_\_\_

Staff Receiving: \_\_\_\_\_

Application Number: \_\_\_\_\_

## CHICKEN OR DUCK PERMIT NEW OR RENEWAL APPLICATION FOR PERMITS TO INDIVIDUALS

Rochester Code of Ordinances [Chapter 3-4](#) and [Chapter 3-5](#) require a permit to keep Chickens or Ducks on any property in the City limits. A permit is good for up to two years and expires on December 31<sup>st</sup> of its second year. Required fees must be paid at the time an application is submitted. An application is typically processed within 30 days.

Instead of sending in this form, applications can be submitted online through the Accela Citizen Access portal. See the following instructions:

**Register Public User Account (video):** <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

**Applying for a New License (PDF):** <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=1210117>

**Submitting a License Renewal (PDF):** <https://www.rochestermn.gov/Home/ShowDocument?id=25701>

## CHECKLIST

### REQUIRED ITEMS THAT MUST BE SUBMITTED WHEN THE APPLICATION IS SUBMITTED

1. Fully complete all parts of the application and submit **ALL** pages, including this checklist (*Every question must be answered – write 'N/A' or 'not applicable' if necessary, on any questions*):
  - License Application must be signed by the applicant
2. A scale diagram indicating the location of any coop or enclosed run from adjoining property lines. Any coop and run shall be at least 25 feet from any residential structure on any other premises.
3. A photo/image for the coop and run (only required for renewals).
4. The number of requested chickens must be no more than three (3), or a special educational or instructional request/letter is required.
5. A license fee of \$40 is submitted with the application
  - License fees are not prorated regardless of the date issued during the calendar year.
  - Renewal applications not submitted by Dec. 31 will incur a 50% expired license fee.
  - An expedited license processing fee of \$50 is available for expedited licenses. If requested on the application, these licenses can be issued within 72 hours of application processing.
  - If you are a renewal, an administrative fee of \$25 will be charged for new online applications submitted instead of a renewal.
  - All fees are non-refundable, except when the applicant chooses to withdraw their application within 14 days of submission.

**Fill in all blanks. Write N/A if a question is not applicable.**

\* Is this a renewal of an existing or previous permit with the City of Rochester?

Yes                      No

\* Are you requesting an expedited review of the application?

Yes - *If yes, we will strive to issue within 72 hours. Should this occur, a \$50 fee will apply.*

No

**STEP 1. PREMISE ADDRESS**

**Address and Owner Information**

|                                         |  |                                          |       |                        |
|-----------------------------------------|--|------------------------------------------|-------|------------------------|
| Address Where Animals Are Kept          |  | City                                     | State | Zip Code               |
| Property Owner Name                     |  |                                          |       |                        |
| Email Address                           |  | Primary Telephone Number                 |       | Alternate Phone Number |
| What is your preferred spoken language? |  | What is your preferred written language? |       |                        |
| Do you need an interpreter?             |  |                                          |       |                        |
| Yes                      No             |  |                                          |       |                        |

**STEP 2. CONTACT INFORMATION**

**Application Information – Provide information about who is completing this application  
(may or may not be the same as the person obtaining the permit)**

|                                                                                                                |                                                      |                          |                                                      |          |
|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------|------------------------------------------------------|----------|
| First Name                                                                                                     |                                                      | Last Name                |                                                      |          |
| Primary Phone Number                                                                                           | Type of Phone<br>Cell      Business<br>Home    Other | Alternative Phone Number | Type of Phone<br>Cell      Business<br>Home    Other |          |
| Email Address                                                                                                  |                                                      |                          |                                                      |          |
| Account Mailing Address                                                                                        |                                                      | City                     | State                                                | Zip Code |
| Please send official notices relating to this permit to:                                                       |                                                      | Mailing Address          |                                                      | Email    |
| <b>LICENSE HOLDER – Provide information about who this license will be issued to (if different than above)</b> |                                                      |                          |                                                      |          |
| First Name                                                                                                     |                                                      | Last Name                |                                                      |          |
| Primary Phone Number                                                                                           | Type of Phone<br>Cell      Business<br>Home    Other | Alternative Phone Number | Type of Phone<br>Cell      Business<br>Home    Other |          |
| Email Address                                                                                                  |                                                      |                          |                                                      |          |

**STEP 3. INFORMATION ABOUT ANIMALS TO BE KEPT ON PREMISES IN THE CITY LIMITS**

Type of animal requested: Chicken Duck

Number of Birds to be kept: \_\_\_\_\_ (Note: Roosters are not allowed.)

**NOTE:** A limit of 3 birds applies unless you are involved in an educational or instructional activity; up to 12 birds can be approved with information about the educational or instructional activity. Are you attaching any additional information or documentation to support a request for 4-12 hens? Yes No

Location of coop and enclosed outside yard/run:

Size of coop:

Sized of enclosed outside yard/run:

**STEP 4. NOTIFICATION AND VERIFICATION****Notice of Collection of Private Data**

The information collected and required as part of this application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

All information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

**Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances**

As an applicant for a license or permit or renewal of an existing license or permit, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <https://service.govdelivery.com/accounts/MNROCH/subscriber/new> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

**A SIGNATURE IS REQUIRED IN ORDER TO PROCESS YOUR LICENSE APPLICATION**

I, (print name) \_\_\_\_\_, have read and understand the above information regarding my rights as a subject of government data and that all information I provide as part of this application is public. I acknowledge I have been provided information about what is required for me as an individual to obtain a permit from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all ordinances of the City of Rochester relating to the permit for which I have applied and understand I can review all current City ordinances on the city website or in the City Clerk's Office. I further understand that the giving of false information as part of this application, regardless of when it is discovered, or failure to meet the requirements set forth in RCO Chapter 3-4 or 3-5, including all requirements relating to coops and runs, can constitute cause for denial, suspension, or revocation of my permit.

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