

## CHECKLIST – CHICKEN KEEPING PERMIT

### Introduction

This checklist is provided as a convenience to the permit applicant and is not intended to convey the full intent and requirements in the borough's code of ordinances regarding the keeping and maintenance of chickens or animals in general (see Chapter 2 in full). Permit applicants and subsequently permit holders are responsible for complying in full with the code as it relates to the keeping and maintenance of chickens and in complying with the zoning and other sections of the code that may apply including, but not limited to, compliance with all items included in §2-311:

- Coops & Chicken Runs (§2-311-D)
- Food & Water source & location
- Maintenance
- Inspection (borough inspectors are permitted access to coops and chicken runs at all times as established in §2-311-D-viii)
- Nuisance issues outlined in §2-311-F
- Veterinary Care
- Slaughtering restrictions
- Waste Storage/Removal (see also §2-308)
- Composting restrictions
- Sale of chicken parts or eggs

### Permit Application Requirements

Applicants must submit this checklist fully completed with their application. Failure to comply with all of the items shown is sufficient reason to deny the application. Failure to maintain required certifications once the permit is obtained will result in a violation of borough ordinances.

- Applicant understands and agrees to the following requirements related to keeping and maintenance of chickens:
  - Roosters are not permitted in the borough
  - Chickens are permitted only in the R-1, R-2 and R-3 zoning districts
  - Maximum number of hens over the age of 1 month is four (4) at any one time
  - Permits must be renewed annually as outlined below
  
- Application for annual permit for the keeping and raising of chickens from the zoning officer included.
  
- Application for a separate zoning permit for the erection, alteration, relocation, or expansion of a coop from the zoning officer included, if required (zoning officer should initial this item if such permit is not required).
  
- Fees as established by the borough via ordinance or resolution submitted with the application(s) in full (Fees may be changed from time to time by borough council; zoning

officer will provide information on current permit fee and any other fees/escrow requirements that may apply from other ordinances depending on the nature of the application).

- Lot plan/drawing submitted with application including all of the following:
  - Size of the lot
  - Location & dimensions of coop
  - Location & dimensions of chicken run
  - Location of food/water source and storage
  - Distance of coop from occupied dwellings other than property owners
  - In measuring specified distances, if the applicant chooses to not submit an official survey of the lot, the zoning/code officer will make a final estimate based on investigation/observation of the property and adjacent properties.

Renters must complete the following requirements (*property owners may skip this section*):

- Obtained written permission from the property owner/landlord that clearly and explicitly states that permission is granted to own and maintain chickens on the property (proof must be submitted with the application. Updated proof must be submitted with the annual permit renewal).

### Permit Renewal

Once the permit is approved, it is the responsibility of the permit holder to submit a request for renewal of the permit annually to the borough with the following documentation:

- Request in writing for renewal of permit one year following original permit date (request must be made no later than 2 weeks before permit expiration)
- Inspection of Property by code official to ensure continued compliance with borough ordinance(s)
- Renters: continued permission in writing from property owner/landlord dated approximately the same time as application for permit renewal
- Required fees if any
- New Permit shall be completed by applicant and reviewed and approved by code officer.

### Compliance with Other Borough Ordinances

The zoning officer will provide information on items that may be required by the borough's zoning or other ordinances and may have further checklist items added to this list for first time applicants as well as renewals. However, it is the responsibility of the property owner to ensure that they are in compliance with all ordinances or other laws or requirements regardless of information provided by the zoning officer.