Town of Grand Rapids

Chicken Permit Policy and Procedure

Per Ordinance #8, households interested in raising chickens must obtain a Chicken Permit. The permit can be acquired from either the Municipal Building or the Town website at www.grandrapidswi.gov. To apply, submit the completed application along with the initial permit fee of $35 to the Zoning Administrator.

Chicken Permit Process

- A completed chicken permit application must be submitted to the Zoning Administrator, including:
  - Proof of Livestock Registration with the Department of Agriculture at Premises Registration & Renewal | WLIC (wiid.org)
    - Livestock Registration expires every third July 31 after July 31, 2013, and is required for renewing annual chicken permits.
  - Plot plan showing the location of the Coop and Attached Enclosure
  - Plans and Specifications for the Coop and Attached Enclosure

- Once the application is submitted, the Town will schedule it for consideration at the next Plan Commission meeting. Notices will be sent to all property owners within a 500-foot radius of the requester's property.

- During the Plan Commission meeting, both the public and the applicant will have the opportunity to present their statements.

- The final decision on the permit will be made by the Plan Commission and recorded on the application form, signed by the Plan Commission Chairperson.

- After the Plan Commissions final decision, a copy of the application form will be mailed to the applicant.

Annual Chicken Renewal Process

- All permits will expire on December 31st of each year. The annual permit fee for keeping and maintaining chickens is $20 and must be paid to the Town by January 31st of each year.

- At the end of the year the Grand Rapids Police Department will evaluate all active permits for compliance, eligibility, and violations.

- The Plan Commission will meet following the Police Department evaluation of all active permits. Compliant permits will be eligible for renewal, and notices will be sent to applicants reminding them of the renewal fee and meeting.

- Upon revocation of application the Grand Rapids Police Department will be notified, and a letter of revocation will be sent to the owner, requesting compliance, and noting the property will be checked for compliance 30 days from the mailing date.

- If you have moved or no longer have chickens you need to update your registration at Premises Sold or No Longer Has Livestock - Wisconsin Livestock Identification Consortium (wiid.org)

- 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.

Town of Grand Rapids

Chicken Permit Application

Initial Fee: $35
Annual Fee: $20

FOR OFFICE USE ONLY

Date Received:	Date Paid:	Permit #:

APPLICANT INFORMATION

Name:	Does Applicant Rent or Own the Site Address? (Please initial one) ☐ Rent ☐ Owner	
Phone Number:	Secondary Phone Number:	Email Address:

PROPERTY INFORMATION

Site Address:		Parcel #:
Owner Name:	Owner Phone Number:	Owner Email Address:

SUPPORTING INFORMATION

The following materials are required with your application (*please check each requirement indicating inclusion with application*):

☐ Plot Plan Showing the Location of the Coop and Attached Enclosure

☐ Plans and Specifications for the Coop and Attached Enclosure

☐ Proof of Livestock Registration with the Wisconsin Department of Agriculture

☐ Chicken Permit Application fee of $35 *(Permits valid Jan. 1 – Dec. 31 of a given year and may be renewed annually)*

I understand that I am subject to all applicable codes, statutes, ordinances, and with the conditions of this permit; understand that the issuance of the permit creates no legal liability, express or implied, on the state or municipality; and certify that all the above information is accurate. I expressly grant the Town, or the Town's authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the premises for compliance with the applicable ordinances. I understand that this permit may be revoked by the Plan Commission upon its finding that the terms of Town Ordinance Sec. 8.11 or this permit have been violated.

Applicant (Sign): _____ **Print:** _____ **Date:** _____

PLAN COMMISSION ONLY

Commission Notes: _____

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Approved _____ Denied _____

PLAN COMMISSION CHAIRPERSON: _____ **Date:** _____