

CITY OF CHARLOTTE

COUNCIL POLICY

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KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2012-02	06/11/12	1 of 5

1. PURPOSE

The purpose of this policy is to implement provisions of Ordinance No. 2012-02, adopted on May 29, 2012, which regulates the keeping of chickens on residential lots.

2. AUTHORITY

This policy is adopted pursuant to Section 10-4(D)(11) of the Code of Ordinances.

3. APPLICATION DOCUMENTS

3.1 The City Clerk shall make available in his/her office and on the City's website an application form that shall contain the following:

3.1.1 Spaces to enter the name(s) of the applicant(s), the address where chickens are to be kept, the applicant(s) telephone number, and the signature of the property owner.

3.1.2 Space to enter the dimensions in feet of the applicant's property.

3.1.3 Spaces to enter the name(s) and addresses of abutting property owners.

3.1.4 A space to enter the date on which the completed application was received in the City Clerk's office

3.1.5 A list of key provisions of Ordinance No. 2012-02.

3.1.6 A description of the application procedure.

3.1.7 A space for remarks from the zoning administrator.

3.1.8 A space for the City Clerk or his/her designee to sign indicating that the application has been approved.

3.2 The City Clerk shall make available in his/her office and on the City's website a form to be signed by the owners of property abutting the applicant's property preceded by the following statement: "We, the undersigned, do hereby consent to

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[applicant’s name] keeping up to four (4) chickens on his/her property located at [address].

3.3 The City Clerk may elect to publish both forms on opposite sides of a single sheet of paper.

4. APPLICATION PROCEDURE

An individual who wishes to keep chickens on his/her property shall utilize the following procedure:

Step 1. He/she shall obtain the application form and abutting property owners consent form and enter in the appropriate places his/her name and address and the dimensions of his/her property.

Step 2. He/she shall deliver said forms and a sketch of the applicant’s property prepared in accordance with paragraph 8 of this policy to the City Manager’s Office or Community Development Office for review in accordance with paragraph 9 of this policy.

Step 3. He/she shall obtain the signatures of all abutting property owners in accordance with paragraphs 6 and 7 of this policy.

Step 4. He/she shall deliver the completed forms and sketch, in person, through the City’s drop box or via the U. S. Postal Service, to the City Clerk’s office along with a check in the amount of the application fee as provided in paragraph 5 of this policy.

5. APPLICATION FEE

A fee of \$50.00 shall be paid by the applicant upon the submission of the initial application for keeping chickens on his/her property. No fee will be charged for the renewal of the application by the same applicant on the same property if the renewal application is submitted not more than twelve months from the date that the original application was submitted.

6. ABUTTING PROPERTY OWNERS DESIGNATED

For purposes of this policy, abutting property owners shall be all those designated “Abutting” in Figure 1 below. In cases of irregularly shaped properties or unusual configurations of lots, the city manager or community development director shall, in

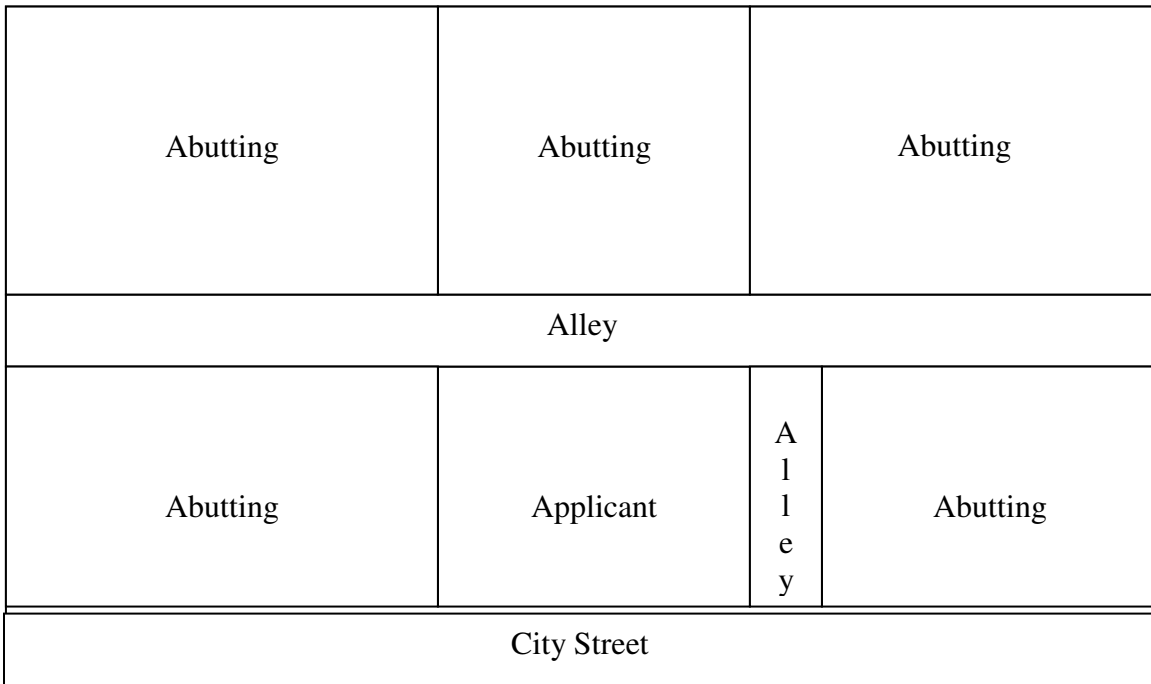
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his/her sole discretion, identify and list on the application form, the names and addresses of property owners that he/she determines to be abutting property owners; provided, however, that in no instance will a property separated from an applicant's property by a dedicated city street or state trunkline be considered an abutting property.

Figure 1. Abutting Property Owners



7. OBTAINING SIGNATURES OF ABUTTING PROPERTY OWNERS

If more than one individual owns an abutting property, the signature of one of the owners on the consent form will be sufficient. If the abutting property owner is owned by a corporation or partnership, the signature of one of the officers or partners, respectively, on the consent form will be sufficient.

8. REQUIREMENTS FOR THE SKETCH OF THE PROPERTY

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The sketch that the applicant is required to submit shall contain the following information, displayed on the drawing in such a manner as to convey in such a way as to accurately represent the proposed location of the structure(s) used to house chickens :

- The outline of the applicant’s property;
- The location of the street(s) abutting the property
- The dimensions of the property in feet;
- The location of the dwelling unit;
- The proposed location of the chicken coop/yard and the distance in feet from its location to the dwelling unit and all property lines.

9. REVIEW BY CITY MANAGER OR COMMUNITY DEVELOPMENT DIRECTOR

Upon receipt of an application form completed in accordance with paragraph 4, the city manager or community development director or their designees shall conduct a compliance review to determine whether the applicant’s property and the proposed location of the chicken coop/yard comply with Ordinance No. 2012-02, the zoning ordinance and other City ordinances. If the property and/or location are not in compliance, the reasons will be noted on the application form and it will be returned to the applicant. If the property and location are in compliance, the addresses of abutting properties and the names of owners will be added to the form and it will be returned to the applicant for further action in accordance with this policy.

10. ACCEPTANCE BY CITY CLERK

Upon receipt of an application and associated documents, the City Clerk or his/her designee shall review the application and consent form to determine if they are complete and comply with Ordinance No. 2012-02 and this policy. If they are not complete and in compliance, they will be returned to the applicant. If they are complete and in compliance, the date and time of their acceptance shall be noted on the application and initialed by the City Clerk or his/her designee. The date of acceptance shall be the effective date of the permit and the permit shall expire one year from the date of acceptance. This date and time shall be used in determining priority in issuance of permits. If a permit is available, a copy of the accepted application shall be returned to the applicant and shall constitute the permit. If no permits are available, the applicant’s check will be returned but the application and associated documents will be kept on file in the City Clerk’s office for a period of one year from the date of acceptance. If a permit becomes available,

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the applicant having priority will be notified and given ten (10) days within which to submit the required application fee to secure the permit.

11. RENEWAL APPLICATION PROCESS

The permit may be renewed by the applicant by following the procedure described in paragraph 4 of this policy except that no additional fee shall be required. Renewal applications will not be accepted more than forty-five (45) days before the expiration of any currently valid permit nor after the expiration of the permit.

12. ADDITIONAL INFORMATION REQUIRED OF PERMIT HOLDERS

Any applicant to whom a permit has been issued shall notify the City Clerk if the applicant moves from the address shown on the address. Any applicant to whom a permit has been issued shall notify the City Clerk if he/she discontinues keeping chickens on his/her property.

13. EFFECTIVE DATE; VALIDITY OF PERMITS

This policy shall be effective upon its approval by the City Council or the effective date of Ordinance No. 2012-02, whichever is later. This policy shall cease to be effective if the ordinance “sunsets.” If the ordinance sunsets, permits issued pursuant to it shall be valid until their expiration date but no permits will be renewed.