



City of St. James
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Chicken Keeping License Instructions and Application

The following is a set of instructions and application to aid you in filing a Chicken Keeping License Application. After reading Chapter 91.04, of the City of St. James City Code, submit the application and appropriate attachments to the City of St. James.

\$75.00 Application Fee

APPLICATION PROCEDURE

1. Questions can be directed to the City Hall regarding the general nature of the request and to ensure hens are permitted within the zoning district by calling 507-375-3241.
2. Prepare the required documents and drawings and, if necessary, check with the city staff to confirm that they are in proper form.
3. Submit the license application with attachments to City Hall. Staff will route the license application through the appropriate channels administratively.
4. Submit payment (\$75 fee)
5. Staff will review the application and attachments and if all requirements have been met, will contact the property owner to schedule an inspection.
6. Once the city has finalized the inspections, the license application will be approved and a license will be issued to the applicant.

MATERIALS TO BE SUBMITTED

The applicant shall be required to submit the following information:

1. A completed application form (attached), signed by the applicant and property owner (if applicable)
2. Description of real property
3. The number and breed of chickens
4. A scaled site plan of the property, clearly indicating the following:
 - a. Streets
 - b. Property lines with dimensions
 - c. Existing structures
 - d. Location and size of the coop and run
 - e. Distance of coop and run from property lines
 - f. Distance of coop and run from existing structures on the property and adjacent residential dwellings.
5. Statement agreeing to keep chickens in accordance with Chapter 91.04
6. Approval of adjacent property owners
7. Building plans for chicken coop and run
8. Location, style, and height of the fence

Property Address: _____ Zoning: _____

1. APPLICANT INFORMATION

Applicant's Legal Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

Email: _____

Daytime Phone: _____ Cell Phone: _____

2. PROPERTY OWNER INFORMATION (If different than applicant)

Owner Name: _____

Mailing Address: _____ City/State/Zip: _____

Property Owner Signature: _____ Date: _____

3. ORDINANCE

I have read Chapter 91.04 of the St. James City Code – CHICKENS and agree to adhere to all requirements and restrictions listed.

Yes No

4. CHICKEN MANAGEMENT PLAN

The keeping and maintaining of chickens is allowed in all residential districts by issuance of chicken keeping license and subject to the standards as outlined in Ordinance 91.04. The license holder of the chickens shall control animal manure and dispose of it properly. No household waste (i.e. kitchen scraps) shall be used as chicken feed. The license applicant is required to explain and submit a management plan that includes the following:

How will the coop and run be cleaned: _____

How will manure be collected, stored and disposed of: _____

Grains and food stored on the premises shall be kept in rodent-proof containers and kept inside the principal building or an accessory building on the property. Explain the management plan of food and rodents: _____

5. ENCLOSURE INFORMATION

The proposed chicken coop and run shall adhere to the following requirements:

- The coop and run cannot be placed closer than ten (10) feet to any lot line
- The coop and run cannot be placed in a front or side yard
- The coop and run cannot be placed closer than fifty (50) feet of any dwelling unit other than the owner’s property
- The coop and run shall be located closer to the principal structure on the property than any adjacent residential dwelling
- The coop and run shall comply with applicable accessory building area requirements of the zoning district in which it is located

Is there currently an accessory structure (garden or storage shed) currently located on the property?

Yes* No *Selecting “yes” could result in denial of permit or require modifications to the existing structure to incorporate the chicken coop.

Chicken Coop and Run Information. The chicken coop and run shall provide a minimum of four (4) square feet per animal in the coop. The footprint is restricted to two hundred (200) square feet or less. If the coop is elevated two (2) feet above the ground so the chickens can access the space beneath, that area may be counted as a portion of the minimum run footprint. In addition, the height of the coop/run shall not exceed eight (8) feet in height.

- Number of chickens:(Maximum of four allowed) _____ Breed: _____
- Enclosure Dimensions: _____ x _____ = _____ square feet
- Run Dimensions: _____ x _____ = _____ square feet

Describe your Coop, including building materials: _____

Cost estimate of work for construction of chicken coop: _____

Building plans for the chicken coop and run are required. Are the plans attached? Yes No

Describe your Run, including fencing materials: _____

Describe how you will screen the coop and run from adjoining property owners: _____

A scaled site plan is required and must include setbacks of the coop and run to the property lines and adjacent homes. Is the site plan with the required information attached? Yes No

Will you be installing a source of electricity? Yes No

It is NOT PERMITTED to run an extension cord from a primary or accessory structure to the enclosure. If you plan on having electricity ran to the enclosure an electrical permit is required and can be obtained from Minnesota Department of Labor and Industry. Additional fees may be required.

6. ENFORCEMENT

A chicken keeping license shall expire for any of the following reasons:

- a. If chickens are removed from the property for a period of one year
- b. The license is revoked
- c. A violation occurs as outlined below.

If a property receives three (3) or more valid complaints regarding the keeping of chickens, the chicken keeping license shall be revoked and the chickens must be removed from the property within thirty (30) days of the date of revocation. The license holder may appeal to the City Council for reinstatement.

Any violation is subject to an administrative fine in accordance with Chapter XXXXX – Administrative Citation and Fines

If the property has a chicken keeping license revoked, the property is not eligible for a new license unless a conveyance of the property has occurred, and the previous license holder no longer resides on the property.

The chicken keeping license shall apply only to the named applicant, shall not run with the land and may not be transferred. It shall automatically terminate upon the vacation of the property by the applicant.

7. SIGNATURES

Pursuant to City of St. James City Code, a permit is required to be obtained from the City of St. James to raise, harbor, or keep chickens (hens) within the city limits. By signing this license application, the applicant attests to have read and understood the requirements set forth within the ordinance and assures that all submitted information is true and correct. It is also understood that a maximum of four (4) hens are allowed and an enclosure providing at least four (4) square feet per hen is provided. The enclosure must be at least 10 feet from the any property line and 50 feet from any adjacent residential dwelling. The applicant understands and agrees to not allow their hens to become a nuisance or burden on the community which violates this or other applicable city codes. Failure to comply with the provisions of this or related ordinances shall result in fees, fines, penalties, and the possible revocation of this permit in accordance to law. This permit is intended for the applicant and is considered non-transferable.

Applicant Signature:

Signature of Applicant

Date

Approval:

Zoning Administrator

Building Official (or Designee)

Signature

Date

Signature

Date