



HEN LICENSE APPLICATION

The Village of Allouez requires annual licenses for hens. If hens are obtained after March 31, no late fee will be charged.

Required Documentation:

- ☐ **Completed Application**
- ☐ **Copy of Livestock Premises Registration (DATCP)**
- ☐ **Signed letters from adjacent property owners (if applicable)**
- ☐ **License Fee**
 - ☐ **New (\$5.00)**
 - ☐ **Renewal (\$5.00)**
 - ☐ **Late Fee (\$20.00, after March 31st)**

Name of Applicant: _____

Address: _____ **Parcel Number: AL-** _____

Email: _____ **Phone No.:** _____

**Name of Property Owner if different than above*

Name & Address of Property Owner: _____

Number of Hens: _____ *If requesting more than 6, but not more than 12 hens per lot a request to exceed application will need to be completed along with signed letters from all adjacent property owners that will need to be obtained annually and submitted to the Village.*

Number of other Animals kept on property: _____

The keeping of poultry hens shall be permitted subject to the following conditions. License can be pulled immediately for any violations:

1. No person shall keep any rooster or other fowl.
2. No person may slaughter any hen.
3. Hens shall be provided with a covered enclosure and kept in a covered or fenced enclosure all the time.
4. No permanent enclosure may be closer than twenty-five (25) feet to any residential structure on adjacent lots and no closer than ten (10) feet to any lot line unless the licensee provide signed letters (including name, address, and phone) from all adjacent property owners affected by the smaller setback. Permission shall be obtained annually and submitted on the approved form with the hen license application.
5. Owner shall obtain a license from the Village of Allouez.
6. Construction of Animal Shelters: All coops, yards, pens or other structures wherein any hen is kept shall be constructed so as to be easily cleaned and kept in good repair. The inside and outside of such structures shall be white-washed or painted as often as necessary to keep them clean or finished with such material as can be easily cleaned. All such structures shall be kept clean and sanitary and shall not cause any objectionable odor. All structures will be secure from predators.
7. No person possessing a hen shall permit more than 24 hours of accumulation of such animal's manure to remain on property under the possessor's control.
8. Hens must be confined and are not allowed to run loose.
9. In no event shall any person have more than four (4) animals (besides the hen(s)) at a residence, except upon issuance of a waiver.
10. No person shall own, harbor or keep in his/her possession more than six (6) hens per any lot, except upon issuance of a waiver.
11. The applicant shall submit to an annual inspection by either the Animal Control Officer or designee.
12. Can provide a copy of livestock premises registration with the U.S. Department of Agriculture.

Signature of Applicant

Date

Clerk Use Only:

Fee (Circle One) \$5.00 \$20.00

Date Paid & Receipt No. _____

Issue Date: ____ / ____ / ____

Expiration Date: ____ / ____ / ____

Signature of Clerk Staff: _____