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# CHICKEN/DUCK LICENSE APPLICATION CHECKLIST

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## REQUIRED MATERIALS FOR CHICKEN/DUCK LICENSE APPLICATION

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The following materials must be submitted along with a completed Chicken/Duck License application:

- Site plan demonstrating compliance with the coop size and location requirements for keeping chickens/ducks
  
  - Plans showing the coop size, height, and exterior materials
  
  - Check to cover \$75.00 Lifetime License Fee
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For questions about the requirement for keeping  
chickens/ducks, please contact:

City Planner  
651-554-3273



City Clerk's Office

# City of South St. Paul Chicken/Duck License Application

\$75.00 License Fee

Lifetime License

Applicant Name:	Address:
Phone #:	Email:
Property Owner Name (if different than applicant):	Address:
Number of Chickens or Ducks applying for:	

⇒ Please attach a scaled site plan or property survey showing the proposed location of the structure and enclosed outdoor area to house the chickens/ducks on the subject property along with dimensions of the structure and enclosure

⇒ Please attach a drawing or picture of the proposed structure along with a list of the exterior materials for the structure

Shelter and Enclosure Requirements:

- Only one chicken/duck structure and/or run shall be allowed per lot
- No chicken/duck structure or run shall be constructed on a lot prior to the time of occupancy of the principal structure
- Structure and runs shall not be located in the front or side yards and shall not be placed within any drainage or utility easements
- Any structure or chicken/duck run shall be set back at least twenty-five feet (25') from any principal structure on an adjacent lot and ten feet (10') from all property lines

Structure and run fencing must be consistent with applicable zoning codes:

- Exterior materials for the structure shall be consistent with the requirements for accessory buildings; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.)
- The maximum height for the structure is 12 feet from ground to the peak of the roof
- The maximum size for the structure is 120 square feet
- A floor is not required for the structure
- Fencing for the structure or run may utilize poultry netting fence.
- See attached ordinance for all requirements

Approval by City Planner

Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
City Planner

Approval by Code Enforcement Officer

Date: \_\_\_\_\_ Approved: \_\_\_\_\_  
Code Enforcement Officer

Date of Application:	Signature of Applicant
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FOR OFFICE USE ONLY:	
Received:	Receipt #:

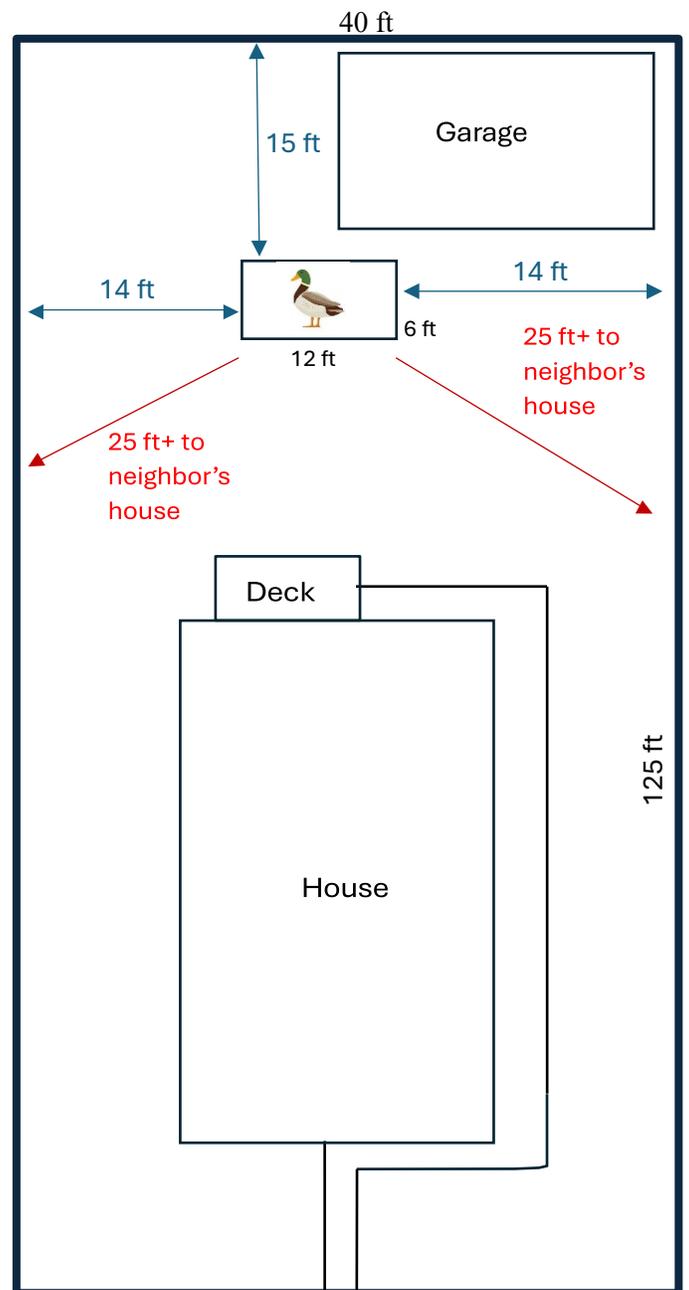
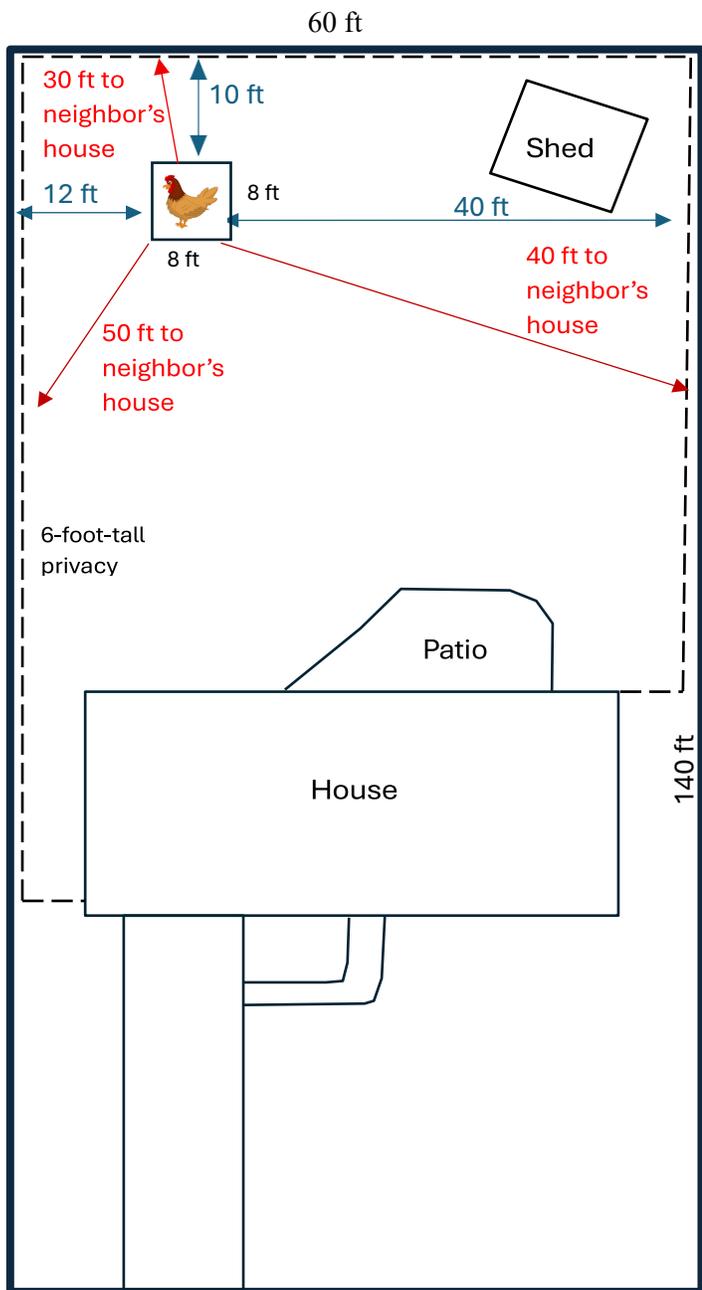
## EXAMPLE SITE PLAN FOR CHICKEN/DUCK LICENSE

As part of the chicken/duck license application, you must submit a site plan demonstrating compliance with the location and setback standards for keeping chickens/ducks. The sketch must include your lot lines, the location of your house, garage, and/or other structures (such as a shed, gazebo, greenhouse, etc.), the location of the coop/run, and the distance from the coop/run to the property lines and all neighboring houses. The distance should be listed in feet.

If you need assistance creating a site plan, you can utilize the following Dakota County website:

<https://gis.co.dakota.mn.us/Webappbuilder/PropertyInformationPublic/>

Below are example site plans that show the level of detail needed for a successful site plan.



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## Sec. 15-9. Keeping of certain animals permitted.

- (a) *Keeping of certain fowl on urban residential lots.*
- (1) *Definition.* For the purposes of section 15-9, the only eligible fowl for a license are chicken and ducks.
  - (2) *License required.* No person shall keep eligible fowl on any residentially zoned property within the city without first obtaining a license from the city. The keeping of eligible fowl on a residential property shall be limited to detached single-family homes and two-family homes.
  - (3) *Application.* An application for a license to keep eligible fowl shall be made to the city clerk on the form prescribed by the city. The applicant must provide all the information required on the form, including, but not limited to:
    - a. The name and address of the owner(s) where the eligible fowl will be kept;
    - b. The consent of the property owner where the eligible fowl will be kept if the applicant is not the property owner. If the property is a two-family dwelling and the units are under separate ownership, the owner of each dwelling unit must provide consent;
    - c. The number of eligible fowl to be kept on the property;
    - d. A scaled site plan or property survey showing the proposed location of the building and enclosed outdoor area to house the eligible fowl on the subject property along with the dimensions of the building and enclosure;
    - e. A drawing or picture of the proposed building to house the eligible fowl along with a list of the exterior materials for the building;
    - f. The applicant must pay the fee for the license to keep eligible fowl as set forth in the city fee schedule.
- (b) *Granting issuance of license.* The city clerk may administratively grant a new or renewal license under this subsection provided all of the following have been met:
- (1) All required submittal information is submitted and complete.
  - (2) Appropriate fee is paid.
  - (3) The application filed demonstrates compliance with the requirements of this subsection and any other applicable regulations of this Code.
  - (4) The applicant has had no more than two property maintenance violations within the preceding 12-month period.
- (c) *Standards.* Any person keeping eligible fowl in residential areas of the city as noted in this section, shall comply with the following:
- (1) No person shall keep more than four total eligible fowl on the property that is one-half acre or less. No person shall keep more than eight total eligible fowl on a property that is larger than one-half acre.
  - (2) No person shall keep roosters, crowing hens, or adult male chickens on the property.
  - (3) The slaughter of eligible fowl on residentially used or zoned properties is prohibited.
  - (4) The owner of the eligible fowl shall live in the dwelling on the property.
  - (5) The raising of eligible fowl for breeding purposes is prohibited.
  - (6) Eligible fowl more than four months old shall not be kept inside the dwelling.

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- (7) Raising of eligible fowl shall not be for commercial purposes and there shall be no selling of eggs on the premises.
- (d) *Shelter and enclosure requirements.* Every person who owns, controls, keeps, maintains or harbors eligible fowl must keep them confined on the premises at all times and provide them a building to shelter the eligible fowl and an enclosed outdoor area. Buildings to house the eligible fowl and enclosed outdoor areas for the eligible fowl shall comply with the following standards:
- (1) Only one building to house the eligible fowl and one enclosed outdoor area shall be allowed per lot.
  - (2) No building to house the eligible fowl or enclosed outdoor area to contain the eligible fowl shall be constructed on a lot prior to the time of occupancy of the principal structure.
  - (3) Buildings to house the eligible fowl and enclosed outdoor areas for the eligible fowl must be located in the rear yard and shall not be placed within any drainage and utility easements. The zoning administrator may allow placement in a side yard if a property does not have a useable rear yard due to lot size, lot orientation, or topography. If placement is allowed in a side yard, all setback requirements must still be met.
  - (4) Any building to house eligible fowl and enclosed outdoor area for the eligible fowl shall be set back at least 25 feet from any principal structure on an adjacent lot and ten feet from all property lines.
  - (5) Any buildings to house the eligible fowl and enclosed outdoor areas must be consistent with applicable zoning codes.
    - a. Exterior materials for the building to house the eligible fowl shall be consistent with the requirements for accessory buildings that are found in section 118-208; in particular they must have finished exterior surfaces (painted, stained, sealed, etc.). In addition to the materials listed in section 118-208, finished metal roofing with exposed fasteners may be used on the coop.
    - b. The maximum height for a building to house the eligible fowl is 12 feet from ground to the peak of the roof.
    - c. The maximum footprint for the building to house the eligible fowl is 120 square feet.
    - d. A floor is not required for a building housing the eligible fowl.
    - e. Fencing for the enclosed outdoor area for the eligible fowl may utilize poultry netting fence. Fencing may be galvanized or earth tone but shall not be bright colors and in no case can the fence be electrified. Fencing for the enclosed outdoor area should be six feet high or enclosed on top to better protect the eligible fowl from predators.
  - (6) Eligible fowl shall be provided a secure well ventilated roofed structure in compliance with applicable zoning codes.
  - (7) The floors and walls of the roofed structure shall be kept clean, sanitary and in a healthy condition.
  - (8) Eligible fowl shall be contained within the building to house the eligible fowl or the enclosed outdoor area for the eligible fowl at all times.
  - (9) The enclosed outdoor area shall be well drained so there is no accumulation of moisture.
  - (10) If the applicant stops keeping eligible fowl for a period of 12 months, the building to house the eligible fowl shall be removed. However, the building does not need to be removed if the building meets the accessory building requirements (including the maximum number of accessory buildings).
- (e) *License modification.* The license may be reasonably modified by animal control authority if necessary to respond to changed circumstances. Any modification shall be effective ten days after the mailing of a written notice by certified mail to the license holder. The license holder may challenge the modification by

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contacting the city clerk and requesting a hearing within ten days after receipt of written notice. A hearing regarding the proposed modification shall be held before the city council.

- (f) *Duration of license.* A license to keep eligible fowl shall be issued for the lifetime of the owner of the property, so long as the owner continues to own the property and continues to own eligible fowl. If property ownership is transferred or changes, the new owner must apply for a new license. If the property owner does not own eligible fowl for a period of 12 months, the license automatically terminates.
- (g) *Conditions/maintenance and inspections.* No person who owns, controls, keeps, maintains or harbors eligible fowl shall permit the premises where the eligible fowl are kept to be or remain in an unhealthy, unsanitary or noxious condition or to permit the premises to be in such condition that noxious odors to be carried to adjacent public or private property. Any building to house eligible fowl or enclosed outdoor area for the eligible fowl authorized under this section may be inspected at any reasonable time by authorized city staff to inspect for compliance with this chapter and other relevant laws and regulations.
- (h) *Revocation of license.* A license may be revoked by the city council for a violation of any condition of this section following notice and a hearing as provided for in this Code.
- (i) *Penalty.* Violation of this section shall be addressed through the administrative citation process.

(Ord. No. 1297, § 1, 4-20-2015; Ord. No. 1301, § 1, 2-16-2016; Ord. No. 1342, § 4, 5-20-2019; Ord. No. 1366, § 1, 11-2-2020; Ord. No. 1384, § 3, 10-4-2021; Ord. No. 1434, § 3, 7-7-2025)