

COOP LICENSE APPLICATION

- New Permit
- Renewal

1. Address & Contact Information

Applicant *I am also the property owner*
 Full Name _____
 Address _____
 City, State, Zip _____
 Phone _____
 Email _____

2. Owner Information

*** If the applicant is not the owner, an owner disclosure statement is required.**

Property Owner

Full Name _____
 Address _____
 City, State, Zip _____
 Phone _____
 Email _____

3. Property Information

Parcel ID Number _____
 Current Property Zoning _____
 Current Land Use _____
 One or Two Family _____
 Lot Dimensions _____
 Existing Structures (Total Square Feet) _____

4. Department of Agriculture Registration

I have completed the IL Dept. of Agriculture Livestock Registration. Reg. # _____
 Farm Name: _____

5. Restrictive Covenants

I certify that my property is not subject to restrictive covenants that prohibit keeping chickens or having a chicken coop on my property.
 Subdivision Name: _____

6. Municipal Code Violations

I certify that I have no active enforcement actions against my property, that I have had no enforcement actions in the previous five years and I do not owe money to the Village.

7. Coop Checklist

Coop is a new structure or part of any existing structure? _____
 Dimensions of Coop: _____ Sq. Footage: _____
 Dimensions of Run: _____ Sq. Footage: _____
 Hens allowed based on dimensions: _____

Application Checklist

Please address the following items. Additional Materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.

Application

1. Applicant & Contact Information.
2. Owner Information, including additional Owner Authorization Form (D) if needed.
3. Property Information.
4. Department of Agriculture livestock registration Confirmation form and farm name.
5. Restrictive covenants.
6. Municipal Code Violations.
7. Coop Checklist

Attachments

- A. Site Plan
- B. Coop Plan with dimensions
- C. Architectural Elevation/Perspective Drawings.
- D. Owner Authorization Form, if required.
- E. Review fee.

See Coop Permit Application Worksheet for additional information regarding these requirements.

Fee: \$ _____
**as required in Village of Municipal Code Sec.* _____

FOR STAFF USE: Application Complete

Received By: _____
 Fee: _____ Date Paid: _____
 Case No.: _____

COOP LICENSE WORKSHEET

The following tips will help you complete the Coop Permit Application. Entries correspond to the numbers on the application.

1. and 2. Address and Contact Information and Owner Information

This should be the address/contact information for you, the applicant. If you are also the property owner, check the box and skip number 2. *Owner Information*. If you are not the property owner, you must provide owner contact information. You must also obtain permission from the owner. See the 'Owner Authorization Form' on the back of the application.

3. Property Information

- The parcel identification or PIN number can be found on your property tax record. You can also find this by using the Village's online map tool. See below, right.
- Current land use describes the way the land is used. For example, the land use could be single-family residential.
- Lot dimensions are the measurement of each side of the lot.
- For existing structures, calculate the square footage of each building on the lot.

4. Department of Agriculture Registration

All applicants must complete a free registration with the Illinois Department of Agriculture. This is to ensure that the Department of Agriculture can contact you in case of an animal emergency or disease outbreak. This form can be completed online at www.agr.state.il.us/premiseid/.

- Each registrant must have a "business/farm" name. This is simply a title to identify your premises. For example, Smith Farm or John Street Chickens.
- For 'Business Type,' select "Individual."
- For 'Operation Type,' select "Producer Unit/Farm."
- For 'Premises name/description,' type "home place."
- For 'Species at Premises,' select "Poultry."

5. Restrictive Covenants

Restrictive covenants are placed on the deed of the property. This can be found in the property deed or an attached document that lists the restrictions. Many residential developments have restrictive covenants. If you live in a neighborhood with a Homeowner's or Lakeowner's Association, contact the association to learn about covenants on your lot.

6. Municipal Code Violations

If you have been guilty of municipal code violations within the previous five years or have an active municipal code case involving your property, a Coop License will not be issued to you.

7. Coop and Run Checklist

Minimum floor space of the coop and run is established in the ordinance. The size of the coop and run will determine the maximum number of hens allowed.

Attachments:

A. Site Plan

The site plan should include the following:

- Drawing should be to scale.
- Lot dimensions.
- Location of existing structures on the site.
- Proposed coop and run location with setback distances from property lines.
- Distance from the coop and run to adjacent homes.
- For help with lot dimensions and distance to adjacent homes, use the Village's online map tool. See below.

B. Coop Plan with Dimensions

- This should include the floor plan of the coop with dimensions. The plan should indicate the location of openings, such as windows and doors.
- The plan should include the location and dimensions of the run.

C. Architectural Elevation/Perspective Drawings

- Drawings and images should indicate height of the coop and run.
- If the coop is from a stock plan or is pre-fabricated, photographs can take the place of drawings.

COOP LICENSE WORKSHEET

