



**KEEPING CHICKENS IN SUN PRAIRIE**

**SPECIAL USE PERMIT APPLICATION**

**FOR OFFICE USE ONLY**

**SPECIAL USE PERMIT NO.** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_ **Fee\* (\$35)** \_\_\_\_\_ **pd.**

**Property Address:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_ **Phone No:** \_\_\_\_\_

**Total Square Feet:** \_\_\_\_\_ **Coop:** \_\_\_\_\_ **Enclosure:** \_\_\_\_\_

**Property Owner Name and Address:** \_\_\_\_\_  
(if other than applicant): \_\_\_\_\_

I understand that I must comply with current Wisconsin Building Codes through the Building Inspection Department and obtain any necessary permits; that I must comply with plans and information submitted in association with this application; and that falsifying information may result in my Special Use Permit being revoked.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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In September 2017, City Council approved an ordinance that would allow the raising of chickens within city limits. The keeping of chickens as a residential accessory use includes the keeping of female chickens (i.e. hens) within any single family residential lot containing a single dwelling unit for personal use and enjoyment. Chickens may be kept in a Planned Development District that is designated for single-family homes, unless expressly prohibited by an approved general development plan.

As approved by Council, the ordinance also allows the keeping of chickens as an accessory use in all districts for public and private schools operating within full compliance of an active Conditional Use Permit.

Per ordinance, Section 17.16.140(29) and (30), the following criteria shall be met to allow the keeping of chickens:

- A livestock premises registration from the Wisconsin Department of Agriculture, Trade and Consumer Protection is required.
  - Fill out the [Livestock Premises Registration Application](https://datcp.wi.gov/) at <https://datcp.wi.gov/>. Either complete the form online, or print it and fill it out. Once registered, you will be given a registration number.
- No more than four (4) hens may be kept on a lot. Roosters are not permitted.  
*(Schools: 15 hens)*
- Chickens shall be provided a covered coop/fenced enclosure that is located in the rear yard of the primary building and meets the following criteria:
  - Minimum setback 15' from all property lines.  
*(Schools: 30')*
  - Must be placed on a paved surface OR at minimum 24" off the ground.
  - Maximum height 12' from grade.  
*(Schools: 15')*
  - Combined area shall provide a minimum 16 sq. ft. per chicken.
  - Combined area shall not exceed 120 sq. ft.  
*(Schools: 500 sq. ft.)*
  - No coop structure shall exceed an area of 50 sq. ft.
  - Kept clean, dry and free of offensive odors.
  - Designed and maintained to be well-drained to not allow standing water.
- Chickens may be allowed outside of the coop/enclosure provided the rear yard is completely enclosed by a 6-foot high fence, or a combination of fencing and buildings at least 6 feet in height.
- Chickens shall be returned to the coop/enclosure nightly.
- Animal waste must be bagged and disposed of in City refuse collection carts.  
*(Not applicable for schools)*
- Feed shall not be stored within the coop or enclosure, and shall be kept in such a manner as to discourage the attraction of rodents and pests.
- There shall be no slaughtering or butchering of chickens kept pursuant to this section.

### **SPECIAL USE PERMITS**

Those who wish to raise chickens on their property shall submit an application for a Special Use Permit (SUP) with the City Planning Department. Application materials shall include:

- 1) A completed application form.
- 2) A site plan of the property, drawn to scale, showing the location of the primary structure and the proposed location of the chicken coop and enclosure.
- 3) A detailed plan showing the size and height of the coop and enclosure.
- 4) A copy of your approved livestock premises registration.
- 5) Permit payment of \$35

### **LICENSES**

***A separate chicken license must be applied for with the City Clerk's office upon approval of an SUP.***

Licenses issued the same year as the SUP approval will have no additional fees. All licenses shall be renewed annually by the applicant by the first of the year at a fee of \$15. ***Failure to meet the deadline will result in a late fee of \$5 per month filed late.***

### **BUILDING PERMITS**

Chicken coops and enclosures qualify as accessory structures in the City Code of Ordinances. Per ordinance, any accessory structure having a floor area in excess of 80 square feet shall obtain a building permit from the City Building Inspection Division. In instances where building permits are not required, coops and enclosures shall be in compliance with all proper building and safety codes for accessory structures. Any additional installations, such as fencing of the yard or electrical service to the coop will require review and permitting from the Building Inspection Division.

*Any property for which an SUP is issued for the keeping of chickens shall be subject to inspection by the city upon reasonable notice. Violations of the provisions of this ordinance shall be corrected within a reasonable timeframe upon written notice of violation from the city. An approved special use permit may be revoked by the zoning administrator for repeated failure to comply with the provisions of this ordinance. If a permit is revoked, any existing coop/enclosure shall be removed from the property within 30 days.*