



Urban Chicken (hens)/Duck Permit Instructions and Application

GENERAL

The following is a set of instructions and application to aid you in filing an Urban Chicken/Duck Permit request with the City of Marion, Iowa.

After reading Chapter 55A, of the Marion Code of Ordinances, submit the application and appropriate attachments to the Planning and Development Department.

If you should have any questions regarding the following instructions and application please contact Tracey Bellach at 319-743-6320 or at tbellach@cityofmarion.org

APPLICATION PROCEDURE

1. Confer with the Planning and Development Department staff regarding the general nature of the request and to ensure that hens or ducks are permitted within the zoning district.
2. Prepare the required documents and drawings and, if necessary, recheck with the Planning and Development Department to confirm that they are in proper form.
3. Submit the application with attachments to the Planning and Development Department and if necessary, a building or electrical permit application to the Building Department.
4. At this time there is no fee for an Urban Chicken/Duck Permit.
5. Staff will review the application and attachments and if all requirements have been met the permit will be approved and issued to the applicant.
6. Upon receiving your Permit, please note the permit number as it is required to be on each leg band per Chapter 55A.

MATERIALS TO BE SUBMITTED

The applicant shall be required to submit the following information:

1. A completed application form (attached), and signed by the applicant.
2. A site plan of the property clearly indicating nearby streets, property lines with dimensions, existing structures, location and size of coop and run, distance of coop and run from property lines, existing structures on the property and adjacent residential dwellings.
3. A Certificate of Training for owning urban chickens provided by the Indian Creek Nature Center upon completion of the training workshop.

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CONTACT INFORMATION:

Owner: _____

Company Name if Applicable: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Applicant (if different from Owner): _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

GENERAL INFORMATION:

Have you read Chapter 55A of the Marion Code of Ordinances?

Yes: _____ No: _____

Have you notified all adjacent property owners of your intention to raise chickens/ducks?

Yes: _____ No: _____

Have you completed the REQUIRED City approved urban chicken training workshop?

Yes: _____ No: _____ (Please attach a copy of the Certificate to this application)

The workshop is through Indian Creek Nature Center: 6665 Otis Road SE, Cedar Rapids;
319-362-0664

How many hens/ducks do you estimate on keeping? _____

Six (6) hens/ducks are permitted; four (4) square feet shall be provided in an enclosure for each bird.

Have you been denied, suspended or revoked of a permit per Section 55A.05 of the Marion Code of Ordinances?

Yes: _____ No: _____

PROPERTY INFORMATION:

Is this a Single-Family Dwelling? Yes: _____ No: _____

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Zoning District: _____

ENCLOSURE INFORMATION:

Enclosure Dimensions: _____ x _____ = _____ square feet

If the enclosure has a square footage amount greater than 120sqft a building permit is required and can be obtained from the Building Department, Marion City Hall, 1225 6th Avenue, Suite 220; 319-743-6330.

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 the Building Department, Marion City Hall, 1225 6th Avenue, Suite 220; 319-743-6330.

SITE PLAN:

Have you attached a site plan? Yes: _____ No: _____

Please see attached example. If you should require assistance please contact the Planning and Development Department.

PLANNING TO SELL YOUR CHICKEN/DUCKS/EGGS:

If you are planning to sell any of your chickens/ducks and/or any of their eggs you may be subject to Chapter 176.30, Home Occupations or Chapter 176.49, Urban Agriculture of the Marion Code of Ordinances. Please contact the Planning and Development Department for more information.

Pursuant to Section 55A of the City of Marion Municipal Code, a permit is required to be obtained from the City of Marion to raise, harbor, or keep chickens (hens)/ducks within the city limits. By signing this 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 six (6) hens/ducks are allowed and an enclosure providing at least four (4) square feet per hen/duck is provided. The enclosure must be at least 10 feet from the any property line and 25 feet from any adjacent residential dwelling. Adult hens/ducks shall each be tagged with the permit number by the applicant. The applicant understands and agrees to not allow their hens/ducks 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.

Signature: _____ Date: _____

Please print name: _____