

**OFFICE OF THE CLERK  
VILLAGE OF NEW AUBURN**

130 Elm St E | PO Box 100 | New Auburn, WI 54757-0100  
Phone: 715-237-2223 | Fax: 715-237-2334 | www.newauburn-wi.com

**KEEPING OF POULTRY LICENSE APPLICATION**

ORIGINAL

ANNUAL RENEWAL

Pre-inspection required.

LICENSE FEE \$ 30.00

Bi-annual Inspection Required

Poultry Where Maintained Address		Number (max of 6) & Type	
Name of Owner		Phone	
Street	City	STATE	ZIP
Email	WI DTCP #	WI DATCP Expires	

**APPLICANT INFORMATION (if different from owner)**

Name of Applicant		Phone	
Street	City	STATE	ZIP
Email Address			

If this is an annual renewal, have there been any changes from the previous year?  YES  No

**APPLICANTS MUST:**

1. Submit the Wisconsin Department of Agriculture, Trade and Consumer Protection (WI DATCP) registration number. Register online at <http://www.wiid.org> or by phone at 888-808-1910.
2. Submit a plan/diagram according to Chapter 26: Poultry Keeping and Licensing. If no changes, this is not required for renewal.
3. Contact Joe Atwood, Building Inspector for inspection at 715-764-2948.

**APPLICANTS STATEMENT:** I hereby certify that this application is complete, true and correct to the best of my knowledge. I certify that the poultry and poultry products are primarily for personal non-commercial use. I understand that no commercial sales from the residence or any residential area within the city is permitted. I agree, in the consideration of the issuing of this license, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the Village of New Auburn. I further understand that it is my responsibility to renew or surrender my poultry license in a timely manner.

\_\_\_\_\_  
Signature of Owner

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Tenant (if applicable)

Date: \_\_\_\_\_

Annual Permit Period is January 1 through December 31 of each year. Non-refundable / Non-transferable. Submit form with attachments and payment to: Paperwork: <a href="mailto:bhanson@newauburn-wi.com">bhanson@newauburn-wi.com</a> . Payment: Check, money order, cash at Village of New Auburn Hall (Drop box included) 130 E Elm St, PO Box 100, New Auburn WI 54757. Phone: 715-237-2223	<p align="center"><b>OFFICE USE ONLY</b></p> <p align="center">License Fee: \$55.00</p> <p align="center">Pre-Inspection Required</p> <p>Date: _____</p> <p>Initials: _____</p>
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## KEEPING OF POULTRY LICENSE APPLICATION

Submit a plan/diagram according to Chapter 26.

1. Indicate your plan to dispose of manure and other waste, including container type.

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2. Floor material composition: \_\_\_\_\_

3. Below draw a diagram showing the intended coop size and location (you may attach an additional page if needed), including boundaries and nearby structures (detached garage, storage building, gazebo, playhouse, etc.) Show the distance from the coop/enclosed run to the side and rear lot lines of the property.

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N

### Coops size and distance requirements

- Floor area of 64 sq ft or less.
- Height of 8 linear feet or less.
- Have at least 3 sq ft per bird.
- 10 ft from any property line.
- 25 ft from residential structure on adjacent lots.
- 5 ft from residential structure (house, garage) on applicant lot.
- 2 ft from all lot lines (alley, street)

### **Manure storage must be:**

- At least 25 ft from any residential structure on adjacent lots.
- At least 5 ft from any residential structure on applicant lot.
- At least 2 ft from all lot lines

**KEEPING OF POULTRY LICENSE APPLICATION**

**CHAPTER 26: POULTRY KEEPING AND LICENSING  
ORDINANCE INSPECTION REPORT**

Permit-Holder	Coop Address	Phone	Date
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**INSPECTION TYPE:**     Annual                       Complaint                       Pre-Inspection                       Re-Inspection  
**ACTION TAKEN:**     Operational                       Conditional                       Suspended                       Withhold                       Revoke                       Closure

**REVIEW ITEM**

IN    OUT

		IN	OUT
OFFICE	Application is complete with # planned chicken/quail, plan for manure/waste disposal, coop design materials, diagram with coop/run locations w/ lot boundaries and nearby structures shown.		
	A detailed lot diagram of equipment location (distances to property lines and from nearby structures)		
	Flock size is less than 6 HENS - NO ROOSTERS		
PROPERTY	Coop structure is stand-alone, no other storage or purpose, not in a garage, shed, porch, or basement		
	Coop located in back or side yard		
	Coop is located at least 5 ft from any structure on the owner's property		
	Coop is located at least 10 ft from an abutting lot		
	Coop is located at least 25 ft from a residential structure (house, garage, shed) on an abutting lot		
	Coop is located at least 2 ft from all lot lines (alley, street)		
COOP DESIGN	Coop is detached stationary structure that is not movable or temporary		
	Coop is ventilated, insulated, roofed, with moisture-resistant materials		
	Floor area not to exceed 64 sq ft		
	Height from ground to outside highest point doesn't exceed 8 ft		
	Floor, foundation, footing constructed of hard, cleanable surface (resistant to rodents – no dirt floor)		
	Coops and run/enclosure enclosed with wire netting or material to prevent poultry from escaping		
	Wire netting sufficiently trenched into ground to deter predators from digging underneath		
	Coops and attached structure shall each permit a minimum of 3 square ft per bird (run must be attached)		
	License information is attached to the coop, license holder, license number, emergency contact info		
CONDITIONS FOR KEEPING & SANITATION	Flock size is 6 or less chickens, HENS ONLY, NO ROOSTERS, COCKS, or DRAKES are kept on the property		
	Poultry are kept in coop or attached run/enclosure at all times		
	Poultry have access to feed and clean water at all times		
	Poultry owner is aware disposal process of deceased birds in a safe manner (trash disposal in sealed bag)		
	All waste, including manure is disposed of safely, without creating public nuisance		
	- Composting done in a dedicated container at least 25 ft from residential structure on adjacent lot		
	- Container should be at least 5 ft from a residential structure on the permitted lot		
	- Container should be at least 2 ft from all lot lines (property, alley, street)		
	Licensee is aware of slaughtering procedures & doesn't exceed 5 slaughtered birds per licensing year		
	- Slaughter is done in a humane and sanitary manner outside of public view		
	- Any slaughter is done for meat (doesn't kill just to kill birds)		
	- Removing sick birds, or to terminate or restart a flock must be euthanized outside of the city		
	Poultry secured in the coop during daylight hours		
	Poultry do not roam free outside of the coop or run/enclosure, or off the permitted property at any time		
	Poultry should not habitually cause noise or disturb the peace and quiet of neighbors or others in the vicinity		
	Coops removed from property w/in 90 days of non-renewal		
Off-site sale of eggs is prohibited, and distribution of eggs is documented with name, address, phone number of receiver			
Feed stored and kept in containers that keep out birds, rodents, vermin, predators			
Coop cleaned regularly (Free of manure, uneaten feed, feathers, other waste)			
EDUCATION: Discuss handling, specifically mention concerns with unsupervised handling by children			
EDUCATION: Discuss responsibilities if a bird becomes ill or unexplainably dies			

I understand and agree to comply with the corrections ordered on this report. I understand that failure to comply could result in legal action or loss of permit. Make any comments on the back of this page.

Permit Holder Signature \_\_\_\_\_  
 Date: \_\_\_\_\_

Inspector Signature – Reinspection Needed?     Yes  No  
 Reinspection Date: \_\_\_\_\_