

**Date: Tuesday, March 21, 2017**  
**Time: 7:10 pm**  
**Place: Westside Fire Station**

## **LICENSE COMMITTEE**

A. ROLL CALL

B. CORRECTION OF MINUTES

C. BUSINESS

1. DISCUSSION AND POSSIBLE ACTION REGARDING RECENT ISSUES WITH TEMPORARY ALCOHOL LICENSE ISSUED TO MONROE THEATRE GUILD

Individual Requesting Item	Richard Thoman
Expected Length of Discussion	10 min.

2. APPLICATION FORM FOR PERMIT FOR POSSESSION OF LIVE CHICKENS  
*Review application form along with proposed revisions and possibly take action*

Individual Requesting Item	License Committee
Expected Length of Discussion	10 min.

Documents:

[\*Chicken Permit application.pdf\*](#)

D. BUSINESS BY MEMBERS

E. ADJOURNMENT

***This Committee may take any action it considers appropriate related to any item on this agenda.***

Request from persons with disabilities who need assistance to participate in this meeting, including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

**Members: Chairperson Richard Thoman, Michael Boyce, Chris Beer, Alt. Tom Miller**



CITY OF MONROE  
1110 18<sup>th</sup> Avenue, Monroe, WI 53566  
Phone (608) 329-2524 FAX (608) 329-2561

## Application for Permit for Possession of Live Chickens

The undersigned most respectfully makes application for a permit under section 9-2-22 of the Monroe City Code to possess live chickens subject to all applicable conditions, regulations, and provisions of all state statutes and city ordinances & resolutions regarding issuance of said permit.

Applicant(s): \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Email address: \_\_\_\_\_

Number of live chickens to be possessed \_\_\_\_\_

Permit Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Owner of property for which permit is requested \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (ZIP)

Email address: \_\_\_\_\_

Description of Coop and Run (Including size and proposed construction materials)

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Description cont.

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Some properties may have deed restrictions and/or neighborhood covenants in place that prohibit the possession of live chickens on the subject property. This permit does not supersede any deed restrictions. You must check your deed to verify if such restrictions or covenants are in place.

Does your deed contain restrictions or covenants that prohibit the possession of live chickens?  
\_\_\_ Yes     \_\_\_ No

This permit is subject to revocation if any false statements are made or if any inaccurate information has been provided.

NOTE: This is a permit application only for the possession of live chickens. No slaughtering is allowed.

Date of Application: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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The following must be submitted with the application:

- \_\_\_ Accurately scaled drawing showing the location of the proposed coop and any chicken run, distances to lot lines and distances to nearest adjoining principal structure, together with dimensions of the coop and chicken run
- \_\_\_ Satisfactory evidence that the applicant has registered the proposed location with the Wisconsin Department of Agricultural Trade and Consumer Protection pursuant to section 95.51 of the Wisconsin Statutes and section ATCP 17 of the Wisconsin Administrative Code
- \_\_\_ Permit fees as follows:
  - \$50.00 - Initial Review Fee**
  - \$25.00 - Review Fee for changes to construction or size of coop or run or location on premises**
  - \$25.00 – Annual Permit Fee**
- \_\_\_ Property Owner’s Notarized Signature (required only if the applicant is not the owner of the property for which permit is requested)

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OWNER'S CERTIFICATION (if required)

I certify that I am the owner of the property located at \_\_\_\_\_ and I hereby approve the use of this property for the possession of live chickens in accordance with Monroe City Code Section 9-2-22

Owner Signature: \_\_\_\_\_

State of Wisconsin

County of Green

This instrument was signed before me on \_\_\_\_\_  
by \_\_\_\_\_

Notary Signature \_\_\_\_\_

My commission expires on \_\_\_\_\_

(seal)

**This section to be completed by the City of Monroe**

Date Paid: \_\_\_\_\_ Total Amount Paid: \_\_\_\_\_ (Acct# 5/533)

City Clerk checklist

- \_\_\_ Complete application
- \_\_\_ Scale drawing included
- \_\_\_ Fee collected
- \_\_\_ Owner's signature and notary signature
- \_\_\_ Covenants or restrictions verified by applicant
- \_\_\_ Wisconsin Dept. of Ag registration

Building Inspector checklist

- \_\_\_ Coop Construction materials acceptable (resistant to rodents, wild birds and predators)
- \_\_\_ Coop provides a humane environment (adequate ventilation, sun, shade and protection from adverse weather)
- \_\_\_ Coop interior enclosed area of not less than 4 square feet per chicken and a total enclosed area of not more than 24 square feet
- \_\_\_ Run does not exceed in size the greater of 40 square feet or 1% of the rear yard area, but in no case more than 100 square feet
- \_\_\_ Run to be constructed in workmanlike fashion of wire normally used for the containment of chickens
- \_\_\_ One family dwelling
- \_\_\_ Rear yard only
- \_\_\_ Coop or run is not located within 10 feet of any lot line unless the rear or side lot is contiguous to an alley in which case the coop or run shall not be within 3 feet of the lot line abutting such alley
- \_\_\_ No portion of coop or run located within 25 feet of any principal structure on adjacent lot

Approved by City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Building Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by License Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Common Council: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Disapproved (reason):

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\_\_\_\_\_ Special Conditions of Approval:

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