

# ROCHESTER



## Office of the City Clerk

### CHICKEN OR DUCK PERMIT NEW OR RENEWAL APPLICATION FOR PERMITS TO INDIVIDUALS

Rochester Code of Ordinances Chapters [3-4](#) and [3-5](#) require a permit for the keeping of Chickens or Ducks on the premises of any property in the City limits. A permit is good for up to two years, and expires on Dec. 31<sup>st</sup> of its second year. The fee for a permit is \$20.

Instead of sending in this form, applications can be submitted online through the Accela Citizen Access portal. See the following instructions:

**Register Public User Account (video):** <https://lf.rochestermn.gov/Documents/ElectronicFile.aspx?dbid=0&docid=761310>

**Applying for a New License (PDF):** <https://www.rochestermn.gov/home/showdocument?id=25959>

<b>Fill in all blanks. Write N/A if a question is not applicable.</b>			
Is this a renewal of an existing or previous permit with the City of Rochester? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>STEP 1. PREMISE ADDRESS</b>			
<b>Address and Owner</b>			
Address Where Animals Are Kept	City	State	Zip Code
Property Owner Name			
Email Address	Primary Telephone Number	Alternate Phone Number	
<b>STEP 2. CONTACT INFORMATION</b>			
<b>Application Information</b>			
Provide information about who is completing this application ( <i>may or may not be the same as the person obtaining the permit</i> )			
1. First Name		2. Last Name	
3. Primary Telephone Number	4. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	5. Alternate Phone Number	6. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
7. Email Address			
10. Account Mailing Address	11. City	12. State	13. Zip Code
14. Please send official notices relating to this permit to: <input type="checkbox"/> Mailing Address <input type="checkbox"/> Email			

<b>LICENSE HOLDER</b>			
<b>Provide information about who this license will be issued to</b>			
15. First Name		16. Last Name	
17. Primary Telephone Number	18. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other	19. Alternate Phone Number	20. Type of Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other
21. Email Address			
<b>STEP 3. INFORMATION ABOUT ANIMALS TO BE KEPT ON PREMISES IN THE CITY LIMITS</b>			
22. Type of animal requested: <input type="checkbox"/> Chicken <input type="checkbox"/> Duck			
23. Number of Birds to be kept: _____ (Note: Roosters are not allowed.)			
<p><b>NOTE:</b> Limit of 3 Birds applies unless you are involved in educational or instructional activity; up to 12 birds can be approved with information about the educational or instructional activity. Are you attaching any additional information or documentation to support a request for 4-12 hens?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
24. Location of Coop and enclosed outside yard/run:			
25. Size of Coop:		26. Size of enclosed outside yard/run:	
<b>STEP 4. REQUIRED DOCUMENTS AND PAYMENT</b>			
27. Attached scaled diagram indicating location of any coop or enclosed run from adjoining structures and property lines: <input type="checkbox"/> Yes <input type="checkbox"/> No		28. License fee of \$20 submitted for a two year permit (Permit expires on Dec. 31 <sup>st</sup> of its second year) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>COMPLETE THE REQUIRED NOTIFICATION AND VERIFICATION SECTION, INCLUDING REQUIRED SIGNATURE, ON THE NEXT PAGE OF THIS FORM</b>			

**City of Rochester**  
**Office of the City Clerk**  
 (507) 328-2900  
[www.rochestermn.gov](http://www.rochestermn.gov)  
[licenses@rochestermn.gov](mailto:licenses@rochestermn.gov)

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### STEP 5. NOTIFICATION AND VERIFICATION

The information collected and required as part of this application will be used to determine eligibility for a City of Rochester License or Permit. Disclosure of this information is voluntary. It is not legally required to provide requested data, however, failure to do so may mean the City of Rochester is unable to process this application.

All information contained in this application is public information upon submission pursuant to the Government Data Practices Act, Minnesota Statutes Chapter 13. Individuals have the right to see and obtain copies of the data maintained on them, including private data, and also have the right to be told the contents and meaning of the data, and to contest the accuracy and completeness of the data.

#### Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

As an applicant for a license or permit or renewal of an existing license or permit, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

#### A SIGNATURE IS REQUIRED IN ORDER TO PROCESS YOUR LICENSE APPLICATION

I, (print name) \_\_\_\_\_, have read and understand the above information regarding my rights as a subject of government data and that all information I provide as part of this application is public. I acknowledge I have been provided information about what is required for me as an individual to obtain a permit from the City of Rochester, and how to receive notifications of proposed City ordinances. I agree I will strictly comply with all ordinances of the City of Rochester relating to the permit for which I have applied, and understand I can review all current City ordinances on the City website or in the City Clerk's Office. I further understand that the giving of false information as part of this application, regardless of when it is discovered, or failure to meet the requirements set forth in RCO Chapter 3-4 or 3-5, including all requirements relating to coops and runs, can constitute cause for denial, suspension, or revocation of my permit.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_