



Coop License Application

New Permit
 Renewal

Return Completed Form To: Planning Department, City of Champaign, 102 N. Neil St., Champaign, IL 61820

www.ci.champaign.il.us

CGTV Cable Channel 5

1. Address & Contact Information

Applicant *I am also the property owner*

Full Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

2. Owner Information

**If the applicant is not the owner, an owner disclosure statement is required.*

Property Owner

Full Name _____

Address _____

City, State, Zip _____

Phone _____

Email _____

3. Property Information

Parcel ID Number _____

Current Property Zoning _____

Current Land Use _____

One or Two Family _____

Lot Dimensions _____

Existing Structures (Total Square Feet) _____

4. Department of Agriculture Registration

I have completed the IL Dept. of Agriculture Livestock Registration. Reg. # _____

Farm Name: _____

5. Restrictive Covenants

I certify that my property is not subject to restrictive covenants that prohibit keeping chickens or having a chicken coop on my property.

Subdivision Name: _____

6. Municipal Code Violations

I certify that I have no active enforcement actions against my property, that I have had no enforcement actions in the previous five years and I do not owe money to the City.

7. Coop Checklist

Coop is a new structure or part of an existing structure? _____

Dimensions of Coop: _____ Sq. Footage: _____

Dimensions of Run: _____ Sq. Footage: _____

Hens allowed based on dimensions: _____

Application Checklist

Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.

Application

1. Applicant & Contact Information.
2. Owner Information, including additional Owner Authorization Form (D) if needed.
3. Property Information.
4. Department of Agriculture livestock registration confirmation form and farm name.
5. Restrictive covenants
6. Municipal Code Violations
7. Coop Checklist

Attachments

- A. Site Plan
- B. Coop Plan with dimensions
- C. Architectural Elevation/Perspective Drawings.
- D. Owner Authorization Form, if required.
- F. Review fee

See Coop Permit Application Worksheet for additional information regarding these requirements.

Fee: \$25.00*

**as required in City of Champaign Municipal Code Sec. 7-19*

FOR STAFF USE: Application Complete

Received By: _____

Fee: _____ Date Paid: _____

Case No.: _____



Coop License Application

8. Applicant Signature

By signing this application, I am certifying that I have read and understand the information outlined in the Champaign Municipal Code. I have provided the necessary documentation as listed under the **Application Checklist**. I certify that I will comply with all standards outlined in Sec. 7-19—Chickens and all applicable sections of the Champaign Municipal Code.

Signature of the Applicant

Date

Signature of the Applicant

Date

Owner Authorization Form

*If the applicant is **not** the owner of the property, please have the owner(s) or owner(s)' agent sign the appropriate section and have the signature(s) notarized to authorize said applicant to process the application*

Section I. Owner/Tenant Certification

The undersigned hereby states that she/he/they is/are the Owner(s) of the property that is the subject of the forgoing application for a Chicken Coop Permit, that she/he/they has/have read said application, and that she/he/they hereby authorize(s) _____ to act as the keeper of the coop for the purpose of keeping hens.

First Owner's Full Name (printed or typed)

First Owner's Signature

Second Owner's Full Name (printed or typed)

Second Owner's Signature

I certify that I am ultimately responsible for my property meeting the standards outlined in Chapter 7– Animals.

If additional names, please provide the names and signatures on an attachment.

Section II. Notary

STATE OF _____)
) ss.
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that she/he/they signed and delivered the forgoing Owner Authorization Form as her/his/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20____.

Notary Public

NOTARY SEAL



Coop License Worksheet

The following tips will help you complete the Coop Permit Application. Entries correspond to the numbers on the application.

1. and 2. Address and Contact Information and Owner Information

This should be the address/contact information for you, the applicant. If you are also the property owner, check the box and skip number 2. *Owner Information*. If you are not the property owner, you must provide owner contact information. You must also obtain permission from the owner. See the -Owner Authorization Form on the back of the application.

3. Property Information

- The parcel identification or PIN number can be found on your property tax record. You can also find this by using the City's online map tool. See below, right.
- Current land use describes the way the land is used. For example, the land use could be single-family residential.
- Lot dimensions are the measurement of each side of the lot.
- For existing structures, calculate the square footage of each building on the lot.

4. Department of Agriculture Registration

All applicants must complete a free registration with the Illinois Department of Agriculture. This is to ensure that the Department of Agriculture can contact you in case of an animal emergency or disease outbreak. This form can be completed online at www.agr.state.il.us/premiseid/.

- Each registrant must have a "business/farm" name. This is simply a title to identify your premises. For example, Smith Farm or John Street Chickens.
- For "Business Type," select "Individual."
- For "Operation Type," select "Producer Unit/Farm."
- For "Premises name/description," type "home place."
- For "Species at Premises," select "Poultry."

5. Restrictive Covenants

Restrictive covenants are placed on the deed of the property. This can be found in the property deed or an attached document that lists the restrictions. Many residential developments have restrictive covenants. If you live in a neighborhood with a Homeowner's or Lakeowner's Association contact the association to learn about covenants on your lot.

6. Municipal Code Violations

If you have been guilty of municipal code violations within the previous five years or have an active municipal code case involving your property, a Coop License will not be issued to you.

7. Coop and Run Checklist

Minimum floor space of the coop and run is established in the ordinance. The size of the coop and run will determine the maximum number of hens allowed.

Attachments:

A. Site Plan

The site plan should include the following:

- Drawing should be to scale.
- Lot dimensions.
- Location of existing structures on the site.
- Proposed coop and run location with setback distances from property lines.
- Distance from the coop and run to adjacent homes.
- For help with lot dimensions and distance to adjacent homes, use the City's online map tool. See below.

B. Coop Plan with Dimensions

- This should include the floor plan of the coop with dimensions. The plan should indicate the location of openings, such as windows and doors.
- The plan should include the location and dimensions of the run.

C. Architectural Elevation/Perspective Drawings

- Drawings and images should indicate height of the coop and run.
- If the coop is from a stock plan or is pre-fabricated, photographs can take the place of drawings.

Using the City's Online Map Tool

www.ci.champaign.il.us/about-champaign/map/

There are two ways to locate your property:

- 1) Select "Search" from the top toolbar and enter your address number and street name. Click on the address.
- 2) Zoom in to the property. Select "Identify" from the top toolbar and use the mouse to click on your house number.

After clicking on your property, a window will pop up. This window will include the property PIN, zoning district and more.

To find your lot dimensions:

- Select "Layers" from the top toolbar.
- Under "Political/Planning Boundaries" select "Annotation (parcel text)."
- The numbers along the perimeter of the parcel are the dimensions. When parcels are the same length that number may be entered at either end of the block.

To measure:

- Select "Measure" from the top toolbar.
- Click on a point to begin and double click on the end point to determine the measurement.

