

Town of Galena Galena Planning Commission101 S. Main St. Galena, MD 21635

Info@townofgalena.com

410-648-5151 *

Fax 410-648-6937

www.TownofGalena.com

Keeping of Backyard Chickens Zoning Permit Application Per Zoning Ordinance 2019-03

The process

- 1. Review the Zoning Ordinance 2019-03 Keeping of Backyard Chickens in the Town of Galena.
- 2. Prior to obtaining chickens, the property owner shall apply for and obtain a Zoning Permit (\$100.00) and a Backyard Chicken License (\$100.00 yearly).
- 3. A Zoning Permit is required and must be approved by the Zoning Coordinator.
 - a. A Zoning Permit for an Accessory Structure fee of \$100.00 must be submitted with the Zoning Permit application.
 - b. Henhouse or Chicken Coop: A structure providing shelter for female chickens which is completely enclosed. A new & permanent chicken coop shall be considered an <u>accessory structure</u> and shall require a separate permit.
- 4. Site Plan. This must be include with your permit, before you build your chicken coop.
 - a. Chicken runs, pens, henhouses, and chicken coops shall be set back from all adjacent residences that are not occupied by the applicant by not less than twenty-five (25) fee and not less than twenty-five (25) feed from any lot line.
 - b. Chicken henhouses, coops, and runs shall be set back not less than twenty-five (25) feet from the applicant's resident.
 - c. Properties located within the Historic District require HPC approval. Please call the Historic Preservation Section at 410-260-2200 for information.
- List of Conduct process.
- 6. A Backyard Chickens License is required and must be approved by the Zoning Coordinator.
 - A license fee for Keeping Backyard Chickens of \$100.00 must be submitted with the Backyard Chickens License Application.
 - b. A Backyard Chicken License must be renewed annually.
 - c. Review the check list before submitting your applications.
- 7. Complete and sign the Keeping of Backyard Chickens Registry and Approval Form.
 - a. Note: This is a neighbor approval form. You will need to owner's signed consent that will allow you to have backyard chickens.
 - b. Print and sign your name with the date.
- 8. Register your chickens using the "Maryland Poultry Registration Form". Include a copy with your permit & license applications.

Keeping of Backyard Chickens Registry Neighbor Approval Form

The Town of Galena's Zoning Ordinance 2019-03 requires that any property owner proposing to keep chickens shall receive a written consent of 75% of the owners of all residentially and commercially zoned adjacent properties within 200 ft. of any portion of the proposed coop or run. The applicant shall forward the consent forms to the adjacent property owners within the 200 foot zone. The adjacent property owners will send their responses to the Zoning Coordinator, thus keeping disapproving responses in confidence to avoid neighborhood conflicts.

Applicant Name:

Site Address:		
Attached are the site plan specification in kee I/We being the abutting property owner(s), hakeeping backyard chickens in accordance with	ave no objections to the above names r	roperty owner
Abutting Property Owner's Name & Signature	Address	Date
If you are not the preparty outper		
If you are not the property owner, you must ha Property's Owners' Name		
Property's Owners' Name:Address:		
City:		WHAT THE THE THE THE THE THE THE THE THE TH
Phone:		
Signature:		te:

Keeping Backyard Chickens Rules & Regulations in the Town of Galena

Legal Parameters - It is unlawful to keep backyard chickens without a license and a Zoning Permit, in violation of the terms in the Zoning Ordinance 2019-03 or if the license has been revoked for any reason.

License – A Backyard Chicken License is required. Licenses may be issued in the R-1 Single Family Residential District.

Number Allowed -

- No chickens are permitted on a lot of less than ½ acre or 21,780 square feet.
- No more than six (6) backyard chickens are permitted on a lot of ½ acre or 21,780 square feet to 1 acre or 43,560 square feet.
- No more than eight (8) backyard chickens are permitted on a lot of 1 acre or 43,560 square feet or more.

Gender Restriction - Hens or females only; roosters or males are prohibited.

Coop & Ranging Standards – Accessory Structure: A structure providing shelter & protection for female chickens, which is completely enclosed. A new and permanent chicken coop shall be considered an accessory structure and shall require a separate permit.

- The coop must be predator resistant & must be well ventilated
- The coop size must not exceed seven (7) feet in height. Runs are required to be attached to the coop with a maximum size of 150 square feet.
- The coop must provide not less than two (2) square feet per chicken and the run not less than four (4) square feet per chicken.

Location -

- The chicken coop, runs, henhouses, & pens shall be set back from all adjacent residences that are not occupied by the applicant by not less than twenty-five (25) feet and not less than twenty-five (25) feet from any lot line.
- The chicken coop, runs, henhouses shall be set back not less than twenty-five (25) feet from the applicant's residence.
- All structures relating to chickens shall be located in the rear yard only.

Slaughtering - The slaughtering of chickens is not permitted.

Mortality – Deceased Backyard Chickens shall be disposed of promptly and consistent with applicable waste disposal regulation of the Town of Galena Ordinance.

Frequently Asked Questions

- Q. Is there a permit or license required to have backyard chickens in the Town of Galena?

 A. Yes. A Backyard Chicken License AND a Zoning Permit are required prior in having chickens on the premises. A license application and Zoning Permit can be completed with the Town of Galena Zoning Coordinator.
- Q. What is the cost for a Backyard Chicken License & Zoning Permit?
- A. A \$100.00 renewed annually fee for a Backyard Chicken License must be submitted with the license application and a \$100.00 one-time fee for a Zoning Permit Accessory Structure must be submitted with the Zoning Permit.
- Q. Can my chickens roam free in my yard?
- A. Yes, but they must remain in the rear yard, and the area for keeping backyard chickens must be enclosed in such a fashion that the chickens are confined and cannot leave the owner's property.
- Q. Can I keep roosters or other domestic fowl?
- A. No, it is unlawful to keep any other domestic fowl or rooster within the Town of Galena. Backyard chickens are restricted to only allow for female hens.
- Q. My neighbor has chickens, but I don't think they have a license. Who should I call? A. To report the keeping of backyard chickens without a license, you should contact the Town of Galena Zoning Coordinator at 410-648-5151 x305.
- Q. My neighbor has a chicken license, but I think they are in violation of the regulations. Who should I call?
- A. To report chicken keeping nuisances and violations, you should contact the Town of Galena Zoning Coordinator at 410-648-5151 x305.



Town of Galena 101 S. Main Street Galena, MD 21635

410/648-5151 website: <u>www.TownOfGalena.com</u> Office Hours: M – F 9:00 AM – 4:00 PM

Zoning Permit - Accessory Structure for Backyard Chickens - \$100.00 Fee

Note: If the chicken coop exceeds 200 square feet, two (2) sets of construction plans indicating the type of materials, size of structural materials, lumber, hardware, the spacing of material and anchoring details will be required for permits. MDIA (inspection) may be required, and a fee may apply.

Please read the attached Zoning Ordinance 2019-03 regarding Keeping of Backyard Chickens. If you meet the requirements, please fill out the information below. You must be approved before construction can begin.

Date: _		Permit #	Permit # Received by:					
ee An	nount: \$	Check #	(copy of check)	Cash Amount: \$_		_ (receipt)		
SITE II	NFORMATION							
1.	Property Owner:							
2.	Property Address: _				_ Galena, MD	21635		
3.		•	Rent Own formation on the back of this	form.)				
4.	Owner Email:				***************************************			
5.	Owner Phone:	***						
6.	application. You me	ust have an approve	n coop and enclosed run. Dra ed coop and run prior to havi or you may have to move yo	ng any chickens. D		nis		
7.	List the estimate co	st of the construction	on: \$					
8.	List the following se structure:	etback information.	Setback are the amount of fe	et from your prope	erty line to you	ır		
	a. Side Yard:	b.	Rear Yard:	_ c. Lot Size:				

	Coop	o: Width	Length	Height	dimension	sq. ft.
	Run:	Width	Length	Height		
10.	Existi	ing fence enclo	sing rear yard: Y	N Type:	Нє	ight:
11.	Requ	uire a Site Plan	attached? Y N	(See an example of :	Site Plan)	
12.	If yes	s, please provid	in the Galena Historic le Case # h attachment. Call 41		copies of the Maryland F information.	listorical Trust (MHT
13.		-	-		nickens nickens are permitted on 1	
14.			on from the Zoning Co passed your inspecti		mitted to have chickens c	on your property.
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one: _				Email:		
	re of Pi	roperty Owner:			Date	
natur		. ,			Date.	

Work must be complete prior to scheduling inspections

Call to schedule for inspection

Re-inspection fee may be charged if work is incomplete, fails or inspector has no safe access.

Re-inspection fees shall be paid prior to rescheduling inspection

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Ov	vne	r's N	lam	e:	•••																						
This site plan is an accurate and complete representation of the footprint(s) of all existing and proposed structure(s) and their location(s) on the subject property. Applicant's Signature:																											
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Town of Galena 101 S. Main Street Galena, MD 21635

410/648-5151 website: <u>www.TownOfGalena.com</u> Office Hours: M – F 9:00 AM – 4:00 PM

Backyard Chicken License Application Fee \$100.00 (Renewed Annually)

Applicant Name	
Address	Galena, MD
21635	
Property Owner's Name	
Property Owner's Signature	Date

Conditions of the Backyard Chicken License

Backyard Chicken Licenses must be renewed annually before January 1 of each year.

- 1. The written consent of 75% of the owners of al residentially and commercially zoned adjacent properties within 200 ft of any portion of the proposed coop or run is required. The applicant shall forward the consent forms to the adjacent property owners within the 200 ft zone.
- 2. Written consent of an adjacent property owner may contain provisions requiring screening of the proposed coop and run from the view of the adjacent property owner. When screening is requested by an adjacent property owner, this screening is to appear on the site plan submitted with the application. Any work done would need to be by the criteria outlined in the zoning ordinance. The screening materials shall provide a minimum of 60% opacity and a height of at least (four) 4 feet. This screening shall be in place before chickens are introduced to the applicant's property.
- 3. Backyard Chicken Licenses expire at the end of the calendar year after the date of issuance. Application for a new Backyard Chicken License shall be under the procedures and requirements that are applicable at the time the person applies for a new Backyard Chicken License. A person who wishes to continue keeping chickens shall obtain a new Backyard Chicken License on or before January 1.
- 4. The Zoning Coordinator may refuse to grant or renew a Backyard Chicken License to keep or maintain chickens for the following reasons:
 - a. Failure to comply with the provisions of the sections;
 - b. Submitting an inaccurate or incomplete application;
 - c. The conditions of the Backyard Chicken License are not met;
 - d. A nuisance condition is created;
 - e. Public health and safety would be endangered by granting or renewing the Backyard Chicken License
 - f. IF there are multiple violations throughout the Backyard Chicken License term; or
 - g. At the discretion of the Zoning Coordinator.

My signature below certifies that I am at least 18 years of age, that the information provided on this application is true and complete, and that I agree to comply with all conditions and requirements as set forth in this application and the Town of GalenaKeeping of Backyard Chickens and any license conditions prescribe by the Ordinance 2019-03. I understand that any misrepresentation or submission of false information on this application is grounds for the revocation of my license once issued. I understand that if I do not comply with the Town Code and any conditions imposed, my license to keep backyard chickens may be suspended, or revoked.

Signature / Print name

Will here by at all-time keep my Backyard Chickens by this ordinance and any modification thereof. Failure to follow such conditions will constitute a violation of the provisions of this section and grounds for cancellation of the Backyard Chicken License.

The license must be issued before keeping any chickens
Work must be completed before scheduling inspections
Call to schedule for inspection
A re-inspection fee may be charged if work is incomplete, fails or inspector has no safe access.
Re-inspection fees shall be paid before rescheduling inspection

Check List:

- Have you read and understand the Zoning Ordinance 2019-03?
 - Y N
- Have you notified & received written consent from all owners and commercially zoned adjacent properties with 200 feet of any portion of the proposed coop or run?
 - Y N
- Do you understand the setbacks and location of the accessory structure?
 - Y N
- Do you understand the material that is necessary for the accessory structure?
 - Y N
- Did you include a Site Plan to obtain a Zoning Permit? This must be completed before you build your chicken coop.
 - Y N
- Have you completed the Zoning Permit for Accessory Structure?
 - Y N
- Have you completed the Backyard Chicken License Application?
 - ΥN
- Do you understand that the Zoning Coordinator may cancel your Backyard Chicken License due to violations?
 Y
 N
- After submitting your applications, you need a <u>NOTICE TO PROCEED</u> BEFORE a coop, pen, or run can be constructed on your property.



Property Owner Information

Town of Galena 101 S. Main Street Galena, MD 21635

410/648-5151 website: <u>www.TownOfGalena.com</u> Office Hours: M – F 9:00 AM – 4:00 PM

Backyard Chicken Registry and Approval Form

Name		
Address	City	State Zip
Email	Phone	
Applicant Information		
Name		
Address		Galena, MD 21635
Email	Phone	
24-hour Emergency Information This is the number that will be called if we	e receive a complaint about the chickens on	your property.
Contact Name	Phone	

By signature below, I acknowledge that I am aware of the following conditions:

- 1. That I must receive approval from all abutting owners using the Backyard Chicken Registry Neighbor Approval Form of my intent to keep chickens before keeping any chickens.
- 2. That I must submit this form to the Zoning Coordinator, along with a \$100.00 registration and zoning permit before keeping any chickens.
- 3. That I must first receive approval from an inspector from the Zoning Coordinator for all requirements outlined in the Town Code and the Backyard Chicken Registry and Approval Form, before keeping any chickens.
- 4. That chickens may require veterinary care if they are known to suspected to be sick or injured.
- 5. That I am responsible for keeping any and all chickens within the confines of my property at all times.
- 6. That chickens shall be provided with daily food and water, free of visible contamination, which is of sufficient quantity and nutritive value. Food shall be stored in containers such that rodents are unable to access the contents.
- 7. That I am responsible for any property maintenance violations related to keeping chickens.
- 8. That I am required to manage, remove, dispose of or otherwise handle chicken manure in such a way that does not cause pollution or environmental harm of any kind.
- 9. That I am required to provide any and all chickens on my property a sturdy coop and an attached secure enclosure following these guidelines:

- a. The coop and secure enclosure shall be completely enclosed on all sides. A protective covering shall cover the top of the secure enclosure.
- b. All opening, including protective covering and doors shall be secured in such a manner as to prevent predator
- c. The coop shall provide not less than two (2) square fee per chicken, and the secure enclosure shall provide not less than four (4) square feet per chicken.
- d. The coop and secure enclosure must be kept clean, free of all odors, and materials that can attract rodents or harbor manure-borne pathogens.
- e. That I am subject to random unannounced inspection upon the issuance of this permit.
- 10. That if I make dimensional changes to my chicken coop and or chicken run, I must reapply with the Backyard Chicken Registry and Approval Form including fees and neighbor approval.
- 11. That I shall conform to any registration requirements of the Maryland Department of Agriculture including the Poultry Registration. The form can be found at http://www.mda.state.md.us/pdf/poultry_registration.pdf
- 12. That a complete Backyard Chicken Registry Neighbor Approval Form signed by all of my abutting neighbors is required to be submitted with this application.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attachment, and that based on my inquiry of these individuals immediately responsible for obtaining the information

13. That any uncorrected violation to conditions contained herein may result in the revocation of my permit.

Zoning Coordinator Approval ______ Date _____

Permit # ______

Backyard Chicken License Application Fee \$100.00 (Renewed Annually)

Applicant Name	Communication of the Communica
Address	Galena, MD
Property Owner's Name	
Property Owner's Signature	Date

Conditions of the Backyard Chicken License

Backyard Chicken Licenses must be renewed annually before January 1 of each year.

- 1. The written consent of 75% of the owners of all residentially and commercially zoned adjacent properties within 200 ft of any portion of the proposed coop or run is required. The applicant shall forward the consent forms to the adjacent property owners within the 200 ft zone.
- 2. Written consent of an adjacent property owner may contain provisions requiring screening of the proposed coop and run from the view of the adjacent property owner. When screening is requested by an adjacent property owner, this screening is to appear on the site plan submitted with the application. Any work done would need to be in accordance with the criteria set forth in the zoning ordinance. The screening materials shall provide a minimum of 60% opacity and a height of at least (four) 4 feet. This screening shall be in place before chickens are introduced to the applicant's property.
- 3. Backyard Chicken Licenses expire at the end of the calendar year after the date of issuance. Application for a new Backyard Chicken License shall be under the procedures and requirements that are applicable at the time the person applies for a new Backyard Chicken License. A person who wishes to continue keeping chickens shall obtain a new Backyard Chicken License on or before January 1.
- 4. The Zoning Coordinator may refuse to grant or renew a Backyard Chicken License to keep or maintain chickens for the following reasons:
 - a. Failure to comply with the provisions of the sections;
 - b. Submitting an inaccurate or incomplete application;
 - c. The conditions of the Backyard Chicken License are not met;
 - d. A nuisance condition is created;
 - e. Public health and safety would be endangered by granting or renewing the Backyard Chicken License
 - f. IF there are multiple violations throughout the Backyard Chicken License term; or
 - g. At the discretion of the Zoning Coordinator.

My signature below certifies that I am at least 18 years of age, that the information provided on this application is true and complete, and that I agree to comply with all conditions and requirements as set forth in this application and the Town of GalenaKeeping of Backyard Chickens and any license conditions prescribe by the Ordinance 2019-03. I understand that any misrepresentation or submission of false information on this application is grounds for the revocation of my license once issued. I understand that if I do not comply with the Town Code and any conditions imposed, my license to keep backyard chickens may be suspended, or revoked.

Signature / Print name		

Will here by at all-time keep my Backyard Chickens in accordance with this ordinance and any modification thereof. Failure to follow such conditions will constitute a violation of the provisions of this section and grounds for cancellation of the Backyard Chicken License.

License must be issued before keeping any chickens

Work must be complete prior to scheduling inspections

Call to schedule for inspection

Re-inspection fee may be charged if work is incomplete, fails or inspector has no safe access.

Re-inspection fees shall be paid prior to rescheduling inspection

Backyard Chicken Registry and Approval Form

Property Owner Information

Name		
	City	
mail	Phone	
Applicant Information		
Name		
mail	Phone	
24 hour Emergency Information This is the number that will be called if we	e receive a complaint about the chickens on	your property.
Contact Name	Phone	

By signature below, I acknowledge that I am aware of the following conditions:

- 1. That I must receive approval from all abutting owners using the Backyard Chicken Registry Neighbor Approval Form of my intent to keep chickens prior to keeping any chickens.
- 2. That I must submit this form to the Zoning Coordinator, along with a \$100.00 registration and zoning permit prior to keeping any chickens.
- 3. That I must first receive approval from an inspector from the Zoning Coordinator for all requirements set forth in the Town Code and the Backyard Chicken Registry and Approval Form, prior to keeping any chickens.
- 4. That chickens may require veterinary care if they are known to suspected to be sick or injured.
- 5. That I am responsible for keeping any and all chickens within the confines of my property at all times.
- 6. That chickens shall be provided with daily food and water, free of visible contamination, which is of sufficient quantity and nutritive value. Food shall be stored in containers such that rodents are unable to access the contents.
- 7. That I am responsible for any property maintenance violations related to keeping chickens.
- 8. That I am required to manage, remove, dispose of or otherwise handle chicken manure in such a way that is does not cause pollution or environmental harm of any kind.
- 9. That I am required to provide any and all chickens on my property a sturdy coop and an attached secure enclosure following these guidelines:
 - a. The coop and secure enclosure shall be completely enclosed on all sides. A protective covering shall cover the top of the secure enclosure.
 - b. All opening including protective covering and doors shall be secured in such a manner as to prevent predator access.
 - c. The coop shall provide not less than two (2) square fee per chicken and the secure enclosure shall provide not less than four (4) square feet per chicken.

- d. The coop and secure enclosure must be kept clean, free of all odors, and materials that can attract rodents or harbor manure borne pathogens.
- e. That I am subject to random unannounced inspection upon the issuance of this permit.
- 10. That if I make a dimensional changes to my chicken coop and or chicken run, I must reapply with the Backyard Chicken Registry and Approval Form including fees and neighbor approval.
- 11. That I shall conform to any registration requirements of the Maryland Department of Agriculture including the Poultry Registration. The form can be found at http://www.mda.state.md.us/pdf/poultry_registration.pdf
- 12. That a complete Backyard Chicken Registry Neighbor Approval Form signed by all of my abutting neighbors is required to be submitted with this application.
- 13. That any uncorrected violation to conditions contained herein may result in the revocation of my permit.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and attachment, and that based on my inquiry of these individuals immediately responsible for obtaining the information herein, I believe the submitted information is true, accurate, and complete.

Print Name		
Signature	Date	
For T	own Use Only	
Maximum number of chickens allowed	Permit Fee Paid \$	
Zoning Coordinator Approval	Date	***************************************
Permit #		



Maryland Poultry

REGISTRATION FORM

Registration is MANDATORY by authority of:
Agric. Art., Section § 3-804.
Annotated Code of Maryland



(Please print all information) Poultry Caretaker's Name: First Middle Last) - _____E-mail: ______ Phone: (Mailing Address: Physical Address: (If PO Box is used): City _____ State: ____ Zip: ____ - ___ County: ____ Number of locations to register: _____ (Please register each location separately) Address of kept birds: (If different than prior address): City: State: Zip: - County: **Domestic Poultry:** (Check ALL that apply, include the number of birds maintained during the last 12 months) Game Birds (chucker's, pheasants, quails) # ☐ Chickens # ☐ Ratites (ostriches, emus) # ☐ Turkeys # ☐ Pigeons or Doves: # ☐ ☐ A body of water is located near this property ☐ A pond is located on the **Exotic Birds**: (Registration of Exotic Birds is voluntary) # (Check ALL that apply) ☐ Live bird Slaughter/Market Purpose of flock: ☐ Auction ☐ Contracted ☐ Hobby/Pet ☐ Own Consumption ☐ Show/Competition Other: What were the sources for the birds Auction Commercial Mail Order ☐ Neighbor☐ Retail ☐ Self-Raised ☐ Other: National Poultry Improvement Program certified? ☐ No ☐ Yes # I would like to register this property in the National Animal Identification System (NAIS).

Questions: 410-841-5810 (phone), 410-841-5999 (fax), animalhealth@mda.state.md.us (e-mail)

Return form to: MD Dept. of Agriculture Poultry Registration, 50 Harry S. Truman Pkwy, Annapolis, MD 21401

MDA E-14 (Rev. 2/10)

Completed by: (signature) Date:

Maryland Department of Agriculture Mandatory Poultry Registration As of January 2010, over 3400 flocks have been registered

Why a poultry registration program? This program helps protect the Maryland domestic poultry industries from the spread of diseases such as avian influenza.

Who needs to register? All individuals involved in keeping or caring for all types of poultry and any number of birds, which would includes: Small households, all forms of live poultry production, production facilities/farms, suppliers, dealers, haulers, wholesalers, live bird markets, and participants in MD's fairs and shows. By definition poultry includes: Chickens, turkeys, ratites, waterfowl, game birds and domestic/captive pigeons.

Who is exempt from registration? Registration is not required if five (5) or less birds are housed for less than 120 days in a 12 month period. Exempt premises may <u>not</u> have other poultry on the property. Poultry <u>can not</u> be moved from the exempt premises, participate in shows or be sold. Examples of exempt poultry: Easter chicks, school or 4-H broiler projects and certain pets.

Who is already registered in the program? 1. Contract poultry growers have been registered by their poultry company. 2. Layer flocks enrolled in the MDA Egg Law program and MDA certified flocks have been registered by MDA.

Exotic Bird registration is voluntary and is not mandatory. However, if your birds are associated with high risk activities, registration is recommended. High-risk activities include: showing, trading, breeding, multiple bird households and activities which involve commingling with poultry or other birds.

§3-101 Registration Confidentiality: Public Information Notice: The Department of Agriculture shall maintain the information provided in this form in a manner that protects your identity. The Secretary of Agriculture, however, may disclose identifying information if he determines, after consulting with the Secretary of Health and Mental Hygiene, that such disclosure is necessary to protect the public health or prevent the spread of an infectious or contagious disease.

QUESTIONS on the Poultry Registration Program: Call 410-841-5810

Check the MDA website: http://mda.maryland.gov/animalHealth/Pages/poultry.aspx for additional information on other Poultry Registration.

Name and the second	To prepare for mailing, please fold here and seal lower edge with tape or staple	_
From:		
	STAMP	

Maryland Poultry Registration Maryland Department of Agriculture 50 Harry S. Truman Parkway Annapolis, MD 21401