



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

410/648-5151 website: www.TownOfGalena.com
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 the 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 # _____ Received by: _____

Fee Amount: \$ _____ Check # _____ Cash Amount: \$ _____

SITE INFORMATION

1. Property Owner: _____

2. Property Address: _____ Galena, MD 21635

3. Do you own or rent your property. Rent Own
(If renting, complete property owner information on the back of this form.)

4. Owner Email: _____

5. Owner Phone: _____

6. Review the requirements for the chicken coop and enclosed run. Drawings should also accompany this application. You must have an approved coop and run prior to having any chickens. Do not start construction without site plan approval or you may have to move your coop.

7. List the estimated cost of the construction: \$ _____

8. List the following setback information. Setbacks are the number of feet from your property line to your structure:

a. Side Yard: _____ b. Rear Yard: _____ c. Lot Size: _____

9. List the dimension AND square footage of the chicken coop construction & Run dimensions:

Coop: Width_____ Length _____ Height_____ dimension _____ sq. ft.

Run: Width_____ Length _____ Height_____

10. The existing fence enclosing rear yard: Y N Type: _____ Height: _____

11. Require a Site Plan attached? Y N (See an example of Site Plan)

12. Is the property located in the Galena Historic District? Y N

If yes please provide Case #_____and three (3) copies of the Maryland Historical Trust (MHT) approval letters with attachment. Call 410/209-5820 MHT for information.

13. How many chickens you will have: _____ Breed of Chickens _____
(No more than 6 chickens on % A. to 1 A or no more than 8 chickens are permitted on 1 A [ot or more)

14. Call for an inspection from the Zoning Coordinator

a. You must have passed your inspection before you are permitted to have chickens on your property.

15. **Conduct of the Owner.** A description of how the Backyard Chicken Activity will be conducted. During the Backyard Chicken License and Zoning Permit application process, the applicant shall describe in writing how their Backyard Chickens will be cared for and shall elaborate on the following:

- a. How the facility will be maintained on a routine basis
- b. Routine collections of eggs
- c. Continuous provision of fresh food and water supplies
- d. Waste collection and removal plan
- e. Amounts of mulch or animal bedding
- f. How complaints from neighbors will be addressed

Other matters that the Town of Galena Planning & Zoning Coordinator wishes to consider.

Property Owner Consent:

By signing below, you agree that the tenant of the property located at the address noted as "Applicant Address" may keep chickens on the property subject to the conditions and requirements outlined in the Town of Galena Code and the permit issued by the Town.

Property Owner Name: _____

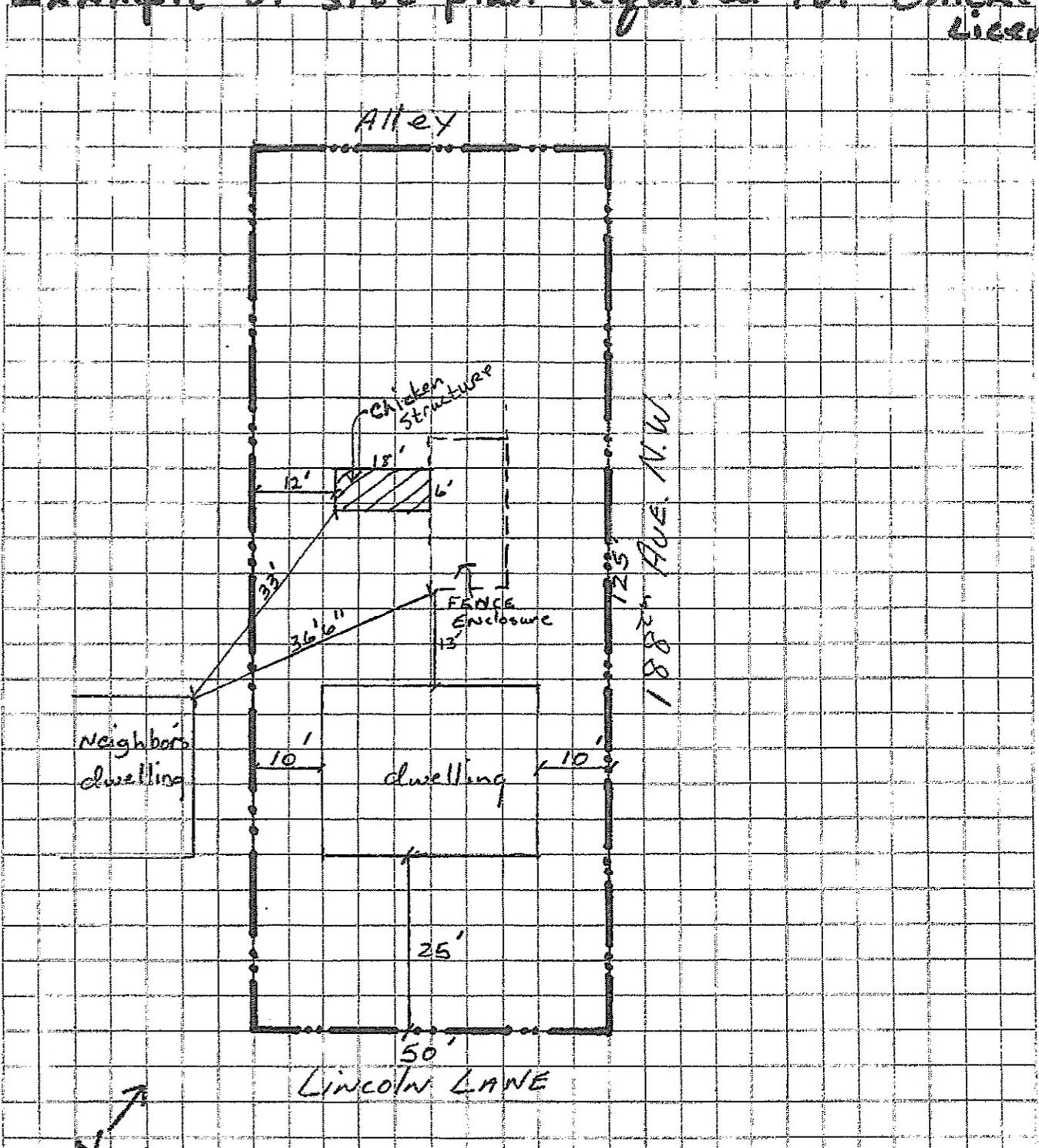
Street Address:_____ City: _____ State. Zip: _____

Phone:_____ Email: _____

Signature of Property Owner:_____ Date: _____

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

Example of site plan required for Chicken License:



North arrow required
 Scale: 1" = 20 feet

SITE PLAN

Grid is 4 squares per inch
 DO NOT USE PENCIL

Site Address 18743 LINCOLN LANE

Owner's Name ELMER SMITH

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 

Date

Legal Description

Required Lots 1 + 2

Bk 3 WARNER Div.

Check List:

- Have you read and understand the Zoning Ordinance 2019-03?
- 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?
- Do you understand the setbacks and location of the accessory structure?
- Do you understand the material that is necessary for the accessory structure?
- Did you include a Site Plan to obtain a Zoning Permit? This must be completed before you build your chicken coop.
- Have you completed the Zoning Permit for Accessory Structure?
- Have you completed the Backyard Chicken License Application?
- Do you understand that the Zoning Coordinator may cancel your Backyard Chicken License due to violations? Y N

After submitting your applications, you need the **NOTICE TO PROCEED** BEFORE a coop, pen, or run can be constructed on your property.



Town of GaCena
101 S. Main Street Galena, MD 21635
410/648-5151 website: www.TownOfGalena.com
Office Hours: M-F 9:00 AM -4:00 PM

Backyard Chicken Registry and Approval Form

Property Owner Information

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 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 access.
 - c. The coop shall provide not less than two (2) square feet 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.
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 TOWN USE ONLY

Maximum number of chickens allowed _____

Permit Fee Paid \$ _____

Zoning Coordinator Approval _____

Date _____

Permit # _____

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

Applicant Name _____

Address _____
21635

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 201903. 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

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 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 it 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, 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 hereint I believe the submitted information is true, accurate, and complete.

Print Name _____

Signature _____ Date _____

For Town 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



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 have other poultry on the property. Poultry can not 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.

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