

# Kennel Permit Application

License Fee: \$75 per year (paid w/application)

*Kennel* means a facility where dogs, cats or other animals are kept for boarding, grooming, training, breeding, purchase, sale or similar purposes for compensation. Such establishments may include incidental sale of pet supplies. This does not include animal shelters or a facility owned or operated by a veterinarian where animals are boarded only in conjunction with the provision of veterinary care.



## Applicant Information

Applicant's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Kennel Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Application Year \_\_\_\_\_ New Application or Renewal (Circle One)

## Property Information

Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Parcel Identification # (PIN) \_\_\_\_\_

Parcel Acreage \_\_\_\_\_ Zoning District \_\_\_\_\_

## Operations Information

Number of Dogs \_\_\_\_\_

Reason for requesting a kennel permit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where will animals be kept: \_\_\_\_\_

\_\_\_\_\_

## Required Attachments

1. Operational Plan narrative explaining how the applicant intends to meet §200-6(F), which is found below: *(Not Required for Renewal Licenses, unless requested by Village Staff)*

§200-6(F) Operations. All kennels shall comply with the following standards:

- (a) There shall be sufficient clean, dry bedding to meet the needs of each individual animal. Litter and/or bedding material shall be changed as often as necessary and there shall be adequate ventilation to prevent an odor nuisance.

- (b) Feces shall be removed from pens and enclosures as often as necessary to prevent unsanitary conditions and odor nuisance.
  - (c) All cages and enclosures are to be of a nonporous material for easy cleaning and disinfecting and shall have secure latches in good repair. Each cage must be of sufficient size that the animal will have room to stand, turn, and stretch out to its full length.
  - (d) The floor and walls of any room in which animals are kept shall be covered with impervious, smooth, cleanable surface. The floors and walls shall be cleaned and disinfected as often as necessary to prevent an odor nuisance.
  - (e) The premises shall be kept free of insect and rodent infestations. Food supplies shall be stored in rodent-proof containers.
  - (f) There shall be available hot water for washing cages. Fresh drinking water shall be available to all species at all times. All water containers shall be mounted so the animal cannot easily turn them over, and be removable for cleaning.
  - (g) Food for all animals shall be served in a clean dish so mounted that the animal cannot readily tip it over or defecate or urinate in same.
  - (h) All animals must be fed and watered according to the accepted procedure for that species and cages cleaned every day.
  - (i) Shade from the direct rays of the sun shall be provided for all animals.
2. Property Map which shows the property boundaries, residential structures on the property, the location of any animal related facilities, and the setbacks from the property lines for any structures used to house animals. *(Not Required for Renewal Licenses, unless requested by Village Staff)*
  3. Animal Information for each animal owned, harbored, or kept under the Kennel License.

**Applicant Acknowledgement**

All information included in this application is true to the best of my knowledge. I have read “§200-6. Kennels” and understand the regulations that govern the Kennel License. I understand that upon notice of any violation I will be allowed up to 30 days, following written notification of any violations of this Chapter or any subsection of this chapter by the humane officer or their designee, to correct any violations. Failure to correct these violations shall result in immediate revocation of the license by the Village Board.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Application Received \_\_\_\_\_ Check # \_\_\_\_\_

**Plan Commission:**

Meeting Date \_\_\_\_\_ Recommendation: Approved / Denied

**Village Board:**

Meeting Date \_\_\_\_\_ Decision: Approved / Denied

**Permit Information:**

Permit# \_\_\_\_\_

Issue Date \_\_\_\_\_

Expiration Date \_\_\_\_\_