

## Urban Chicken/Duck Permit Instructions and Application

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### APPLICATION PROCESS:

1. Review Chapter 117, Article II, Urban Chickens and Ducks of the Marion City Code.
2. Confer with Planning Division staff regarding the general nature of the request and to ensure that hens or ducks are permitted within the zoning district.
3. Complete a class in Urban Chicken/Duck raising and receive your Certificate.
4. Prepare the required documents and drawings and submit via email to: [planning@cityofmarion.org](mailto:planning@cityofmarion.org)
5. The application fee for an urban chicken/duck permit is \$30. Staff will communicate payment methods after confirmation that the application submission is complete.
6. Staff will review the application and attachments and if all requirements have been met the permit will be approved and issued to the applicant.
7. Upon receiving your permit, please note the Permit Number as it is required to be on each leg band per Chapter 117, Article II.

### MATERIALS TO BE SUBMITTED:

1. This application completed in full and signed by the applicant and property owner.
2. A site plan of the property clearly indicating nearby streets, property lines with dimensions, existing structures, location and size of coop and run, distance of coop and run from property lines, existing structures on the property and adjacent residential dwellings.
3. A certificate of training for owning urban chickens provided by a reputable entity upon completion of the training workshop.

### CONTACT INFORMATION:

**Property Owner:** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant (if different from Owner):** \_\_\_\_\_

Company Name if Applicable: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Urban Chicken/Duck Permit Instructions and Application *(continued)*

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## GENERAL INFORMATION:

Have you read Chapter 117, Article II of the Marion Code of Ordinances?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you notified all adjacent property owners of your intention to raise chickens/ducks?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you completed the required City approved urban chicken training workshop?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Please attach a copy of the Certificate to this application)

How many hens/ducks do you estimate on keeping? \_\_\_\_\_

Up to six (6) hens/ducks are permitted; four (4) square feet shall be provided in an enclosure for each bird.

Have you been denied, suspended or revoked of a permit per Chapter 117-26 of the Marion Code of Ordinances?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

## PROPERTY INFORMATION:

Property Address: \_\_\_\_\_

Is this a Single-Family Dwelling? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Have you attached the required Site Plan? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you need assistance preparing the site plan, contact Planning Division staff at 319-743-6320 or [planning@cityofmarion.org](mailto:planning@cityofmarion.org).

## ENCLOSURE INFORMATION:

Enclosure Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ square feet

If the enclosure has a square footage greater than 120 sq ft, a building permit is required. Contact the Building Division at 319-743-6330 or go to the Building Permits webpage and click on the Accessory Detached Structures dropdown for more information.

Will you be installing a source of electricity? Yes: \_\_\_\_\_ No: \_\_\_\_\_

It is NOT PERMITTED to run an extension cord from a primary or accessory structure to the enclosure. If you plan on having electricity run to the enclosure an electrical permit is required. Contact the Building Division at 319-743-6330 or go to the Building Permits webpage and click on the Electrical Permit button for more information.

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### **PLANNING TO SELL YOUR CHICKEN/DUCKS/EGGS:**

If you are planning to sell any of your chickens/ducks and/or any of their eggs you may be subject to Chapter 340-9.11, Home Occupations or Chapter 340-9.33, Urban Agriculture of the Marion Code of Ordinances. Please contact the Planning Division for more information.

Pursuant to Chapter 117, Article II of the City of Marion Municipal Code, a permit is required to be obtained from the City of Marion to raise, harbor, or keep chickens (hens)/ducks within the city limits. By signing this application, the applicant attests to have read and understood the requirements set forth within the ordinance and assures that all submitted information is true and correct. It is also understood that a maximum of six (6) hens/ducks are allowed and an enclosure providing at least four (4) square feet per hen/duck is provided. The enclosure must be at least 10 feet from the any property line and 25 feet from any adjacent residential dwelling. Adult hens/ducks shall each be tagged with the permit number by the applicant. The applicant understands and agrees to not allow their hens/ducks to become a nuisance or burden on the community which violates this or other applicable city codes. Failure to comply with the provisions of this or related ordinances shall result in fees, fines, penalties, and the possible revocation of this permit in accordance to law. This permit is intended for the applicant and is considered non-transferable.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

You may return this application by mail or in person at 1225 6th Avenue, Marion, Iowa 52302 or email it to [planning@cityofmarion.org](mailto:planning@cityofmarion.org).