



Application No* _____
Application Year*:

*To be completed by City Personnel

**BACKYARD
HENKEEPING PERMIT
APPLICATION**

In May 2016 Lakewood City Council approved Ordinance No. 23-16, which permits backyard henkeeping in the City of Lakewood under certain conditions. This Backyard Henkeeping Permit Application form must be completed and submitted if you wish to be considered for a 2017-2018 Permit. Applications will be accepted at the Mayor's Office beginning at 8:00 a.m., August 1st.

APPLICANT'S BASIC INFORMATION APPLICATION FEE RECEIVED: \$25.00 Cash Check No. _____

Name:	
Address in Lakewood where hens would be kept:	
Cell phone:	
Home phone:	
Email address:	
Relationship to property at which hens will be kept:	<input type="checkbox"/> Owner <input type="checkbox"/> Renter
If you checked "Renter" above, please identify all adult occupants, including those in other dwelling units, by name(s), cell number(s) and email address(es):	
If you checked "Renter" above, please identify all owners of the property by name(s), physical address(es), cell or office number(s) and email address(es):	** If you are a renter, you MUST attach some type of written communication signed by your landlord acknowledging & approving the building of a hen coop and the raising of hens on their rental property.



<p>Certification of authority: <i>(Failure to check this box will result in your application being denied.)</i></p>	<p><input type="checkbox"/> By checking this box, I certify that I have received full authority of all owners and adult occupants of the property at which hens will be kept, including those in all dwelling units, to make this application.</p>
<p>Certification of history: <i>(Failure to check this box will require you to explain any convictions in the space provided at right, along with case year and name of court.)</i></p>	<p><input type="checkbox"/> By checking this box, I certify that I have never been convicted of obstructing justice, obstructing official business or the abuse of, neglect of or cruelty to any person or animal.</p> <p><i>Explanation, if necessary:</i></p>
<p>Certification of pending tax or code matters: <i>(Failure to check this box will result in your application being denied.)</i></p>	<p><input type="checkbox"/> By checking this box, I certify that I am not currently aware of or obligated for any past-due municipal income or real property taxes, violations of the city property maintenance and safety code, warnings or declarations of nuisance conditions issued to my property under Sections 510.01, 1306.521 or 1306.522 of the Lakewood Codified Ordinances, or outstanding criminal warrants imposed by any court against me.</p>

NEIGHBOR INFORMATION

By street address and owner, you must identify all properties that are contiguous with the property in Lakewood at which you propose to keep hens. Across-the-street neighbors are not included, but neighbors to the sides, diagonal and rear of your backyard should be listed below. You are strongly encouraged to contact and discuss your choice to raise hens with these neighbors. Your willingness to answer their questions and address their concerns beforehand may be helpful to prevent misunderstandings and establish a rapport.

First neighbor address:	
Owner(s):	
Phone number, if known:	
Email address, if known:	
Have you discussed your proposal to keep hens with the owner(s) of this property?	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

Second neighbor address:	
Owner(s):	
Phone number, if known:	
Email address, if known:	
Have you discussed your proposal to keep hens with the owner(s) of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Third neighbor address, if applicable:	
Owner(s):	
Phone number, if known:	
Email address, if known:	
Have you discussed your proposal to keep hens with the owner(s) of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fourth neighbor address, if applicable:	
Owner(s):	
Phone number, if known:	
Email address, if known:	
Have you discussed your proposal to keep hens with the owner(s) of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Fifth neighbor address, if applicable:	
Owner(s):	

Phone number, if known:	
Email address, if known:	
Have you discussed your proposal to keep hens with the owner(s) of this property?	<input type="checkbox"/> Yes <input type="checkbox"/> No

HEN, TRAINING, COOP AND ENCLOSURE INFORMATION

<p>Ordinance No. 23-16 requires you to have received training in backyard henkeeping. Training approved by: 1) Ohio State University Extension; 2) Cleveland Metro Parks or another source approved by the Director of Public Safety:</p>	<p><i>(You MUST submit the certificate you received from this training with your application.)</i></p> <input type="checkbox"/> Ohio State University, Extension – Backyard Henkeeping Training Program <input type="checkbox"/> Cleveland Metro Parks – Backyard Henkeeping Training Program
How many hens, up to six, do you intend to keep at the property?	
Describe, briefly, the coop you intend to use, including materials, precise dimensions and location in relation to your rear-yard property lines:	<p><i>(With your application you must submit copies of all manufacturer's descriptions and specifications for your intended coop, if they exist, and a simple diagram showing the coop placement and other structures' placement in relation to the rear-yard property lines.)</i></p>
Describe, briefly, any runs or other outdoor enclosures you intend to use, including materials, precise dimensions and location in relation to your rear-yard property lines:	<p><i>(With your application you must submit copies of all manufacturer's descriptions and specifications for your intended run or enclosure, if they exist, and the simple diagram referenced above.)</i></p>
How will you dispose of waste from the hens?	

CERTIFICATION AND SIGNATURE

By signing below, I certify that:

- (1) the City of Lakewood has my permission to periodically inspect the exterior of my property for the purposes identified in Ordinance No. 23-16;
- (2) I authorize the release of all information to the city of Lakewood, including information contained in my confidential tax records, to ensure I am in compliance with all applicable codes, laws and regulations as part of the permit process; and
- (3) I understand that any misrepresentation in this application or failure to materially adhere to the provisions set forth in Ordinance No. 23-16, including those related to cleanliness and hygiene, integrity of enclosures, noise, odor or any nuisance behavior, shall be cause for revocation of any permit issued hereunder. If the permit is revoked, I understand I must remove the hens from the city immediately.
- (4) The information I have provided to the city, including the information submitted with this application, is true and accurate to the best of my knowledge and belief.

SIGNATURE: _____

DATE: _____

Please submit this application and all required materials to CITY OF LAKEWOOD, ATTN.: DIRECTOR OF PUBLIC SAFETY, 12650 DETROIT AVE., LAKEWOOD, OH 44107. Additional information may be requested of you before a permit is issued.

----- PLEASE DO NOT WRITE BELOW THIS LINE -----

Application Fee:	<input type="checkbox"/> No <input type="checkbox"/> Yes \$25.00 <input type="checkbox"/> Cash <input type="checkbox"/> Check No. _____
Training certificate:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> OSU Extension <input type="checkbox"/> Cleveland Metro Parks
Coop/run specs:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Rear-yard diagram:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Tax:	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Housing:	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Nuisance:	<input type="checkbox"/> No <input type="checkbox"/> Yes, explain:
Other:	
DPS approval:	<input type="checkbox"/> Yes <input type="checkbox"/> No, explain: Date:
WebQ&A	<input type="checkbox"/> No <input type="checkbox"/> Yes