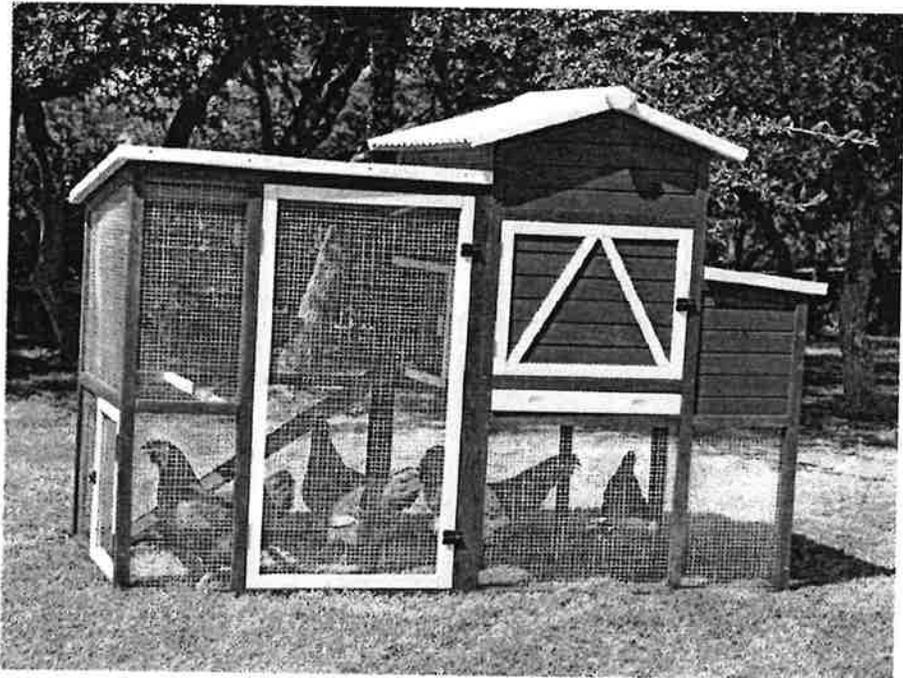




City of
ROLLING MEADOWS

3600 Kirchoff Road
Rolling Meadows, IL 60008
www.cityrm.org

Backyard Hen Coop Application Packet





Backyard Hen Coop Information

Only detached single family homes are permitted to have chicken coops.

If the applicant is not the homeowner, a letter from the homeowner granting permission for the coop will be required with the application submittal.

A copy of the Plat of Survey with the proposed location of the coop shown, including proposed dimensions, is required. The coop must be located entirely on the owner's property, cannot be located in any street-facing yards, and cannot be located in any recorded easements.

The coop must be located a minimum of ten (10) feet from the lot lines (regardless of easements) and ten feet from any house.

Provide a detailed drawing of the coop dimensions and building materials. If it is store-purchased, provide any brochures, specifications, and details from the manufacturer or seller.

The coop may be no higher than eight feet (8') as measured from the ground to the top of the coop.

The coop must include a minimum of six (6) square feet per hen, with a minimum of twelve (12) square feet, and a maximum of 100 square feet.

The coop must be constructed of durable materials, and must be weather-proof with some form of insulation included.

No electric is permitted in the coop.

A plan review, permit, and final inspection are required prior to any chickens being permitted on a property.

Checklist of required materials/process:

- Permit application
- Letter from property owner authorizing chicken coop (if other than applicant)
- Plat of survey with location of coop clearly marked, with accurate dimensions, indicating distance from coop to lot lines. All other structures must be clearly labelled
- Construction drawings: If handmade, material list, dimensions, and general construction details. If pre-made, brochures, specifications, and other information as provided by the manufacturer/seller.
- Permit fee - \$56.00 - due on approval of submitted drawings
- Final Inspection



BACKYARD HEN COOP APPLICATION
City of Rolling Meadows

Applicant's Name: _____

Applicant's Phone Number: _____

Applicant's Cell Number: _____

Applicant's E-mail Address: _____

Address of Coop: _____

Number of Chickens Proposed: _____

Applicant signature: _____

Printed name of Applicant: _____

Date of Application: _____

Homeowner signature: _____
(if different from applicant)

Printed name of Homeowner: _____

Homeowner Address: _____

Contact Number for Homeowner: _____

FOR CITY USE ONLY:

Approved: Not Approved:

Date: _____

Permit Number: _____

Received Date:



BACKYARD HEN COOP APPLICATION

City of Rolling Meadows

**Initial License Fee: \$25.00 – Prepaid
with Completed Packet**

**Renewal Fee: \$25.00 (Application must be
received at least 21 days before January 1)**

***No incomplete submittals will be accepted

***All required fees must accompany submittals

INITIAL EACH STATEMENT BELOW:

_____ Attach proof of Premise ID registration from the Illinois Department of Agriculture.
This can be applied for online. <https://www2.illinois.gov/sites/agr/Animals/AnimalHealth/Pages/Premises-Registration.aspx>

_____ I certify that I have no active enforcement actions against my property and I am in good standing with the City of Rolling Meadows.

_____ I have read and will comply with all applicable City of Rolling Meadows Ordinances regulating the keeping of backyard chickens.

_____ I have read, and will comply with, the Centers for Disease Control and Prevention (CDC) guidelines pertaining to backyard poultry.

<https://www.cdc.gov/healthypets/pets/farm-animals/backyard-poultry.html>

By registering with the City of Rolling Meadows you hereby allow the City Manager or a designee (or firm) to review your premises and coop structure. **Property must be maintained in compliance with Rolling Meadow's Property Maintenance Code. Please note, final inspection of coop must be within 30 days of permit issue date otherwise license will be released to the next person on waiting list and prepaid license fee may be refunded.**

Name (please print): _____

Signature: _____

Date: _____

LANDLORD OR PROPERTY OWNER AUTHORIZATION:

I, owner of the property listed above, agree to assume responsibility for any legal and/or administrative issues associated with the raising of chickens on my property and I am familiar with the regulations in the Rolling Meadows City Code. I hereby certify this submittal is in conformance with all regulations for chickens per code.

Homeowner signature: _____

Printed name of Homeowner: _____



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