



# Coop License Application

New Permit

Renewal

## 1. Address & Contact Information

*Applicant*  I am also the property owner.

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## 2. Owner Information

*\*If the applicant is not the owner, an owner disclosure statement is required.*

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

## 3. Property Information

PIN \_\_\_\_\_

Current Property Zoning \_\_\_\_\_

Current Land Use \_\_\_\_\_

Lot Dimensions \_\_\_\_\_

Existing Structures \_\_\_\_\_ Total Sq.Ft. \_\_\_\_\_

## 4. Department of Agriculture Registration

I have completed the IL Dept. of Agriculture Livestock Registration. Reg. #: \_\_\_\_\_

Farm Name: \_\_\_\_\_

## 5. Restrictive Covenants

I certify that my property is not subject to restrictive covenants that prohibit keeping hens or having a coop on my property.

Subdivision Name: \_\_\_\_\_

## 6. Municipal Code Violations

I certify that I have no active enforcement actions against my property and am current in all payments to the Village.

## 7. Coop Checklist

Is the coop a new structure or part of an existing? \_\_\_\_\_

Coop Dimensions: \_\_\_\_\_ Sq. Feet: \_\_\_\_\_

Run Dimensions: \_\_\_\_\_ Sq. Feet: \_\_\_\_\_

# Hens allowed based on Dimensions: \_\_\_\_\_

## Application Checklist

*Please address the following items. Additional materials may be required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.*

### Application

1. Applicant & Contact Information.
2. Owner Information, including additional Owner Authorization Form (D) if needed.
3. Property Information.
4. Department of Agriculture livestock registration confirmation form and farm name.
5. Restrictive covenants
6. Municipal Code Violations
7. Coop Checklist

### Attachments

- A. Site Plan
- B. Coop Plan with dimensions
- C. Architectural Elevation/Perspective Drawings.
- D. Owner Authorization Form, if required.

See Coop Permit Application Worksheet for additional information regarding these requirements.

Fee: \$25.00\*

\*as required in Village of Bensenville Municipal Code Section 4 – 6.

FOR STAFF USE:	Application Complete	<input type="checkbox"/>
Received By: _____		
Fee:	Date Paid: _____	
Case No.: _____		



# COOP LICENSE APPLICATION

## 8. Applicant Signature

By signing this application, I am certifying that I have read and understand the information outlined in the Bensenville Municipal Code. I have provided the necessary documentation as listed under the **Application Checklist**. I certify that I will comply with all standards outlined in Sec. 4 – 6 – 17 Hens and all applicable sections of the Bensenville Municipal Code.

Signature of Applicant:

Date:

Signature of Applicant

Date:

## Owner Authorization Form

### Section I. Owner/Tenant Certification

The undersigned hereby states that she/he/they is/are the Owner(s) of the property that is the subject of the forgoing application for a Hen Coop Permit, that she/he/they has/have read said application, and that she/he/they hereby authorize(s) \_\_\_\_\_ to act as the keeper of the coop for the purpose of keeping hens.

I certify that I am ultimately responsible for my property meeting the standards outlined in Section 4 - 6.

### Section II. Notary

STATE OF \_\_\_\_\_ )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT \_\_\_\_\_ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that she/he/they signed and delivered the forgoing Owner Authorization Form as her/his/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
First Owner's Full Name (printed or typed)

\_\_\_\_\_  
First Owner's Signature

\_\_\_\_\_  
Second Owner's Full Name (printed or typed)

\_\_\_\_\_  
Second Owner's Signature

*If additional names, please provide the names and signatures on an attachment.*

NOTARY SEAL



# Coop License Worksheet

The following tips will help you complete the Coop License Application. Entries correspond to the numbers on the application.

## 1. and 2. Address and Contact Information and Owner Information

This should be the address/contact information for you, the applicant. If you are also the property owner, check the box and skip number 2. *Owner Information*. If you are not the property owner, you must provide owner contact information. You must also obtain permission from the owner. See the 'Owner Authorization Form' on the back of the application.

## 3. Property Information

- The parcel identification or PIN number can be found on your property tax record. You can also find this by using the DuPage County's online map tool.
- Current land use describes the way the land is used. For example, the land use could be single-family residential.
- Lot dimensions are the measurement of each side of the lot.
- For existing structures, calculate the square footage of each building on the lot.

## 4. Department of Agriculture Registration

All applicants must complete a free registration with the Illinois Department of Agriculture. This is to ensure that the Department of Agriculture can contact you in case of an animal emergency or disease outbreak. This form can be completed online at [www.agr.state.il.us/premiseid/](http://www.agr.state.il.us/premiseid/).

- Each registrant must have a "business/farm" name. This is simply a title to identify your premises. For example, Smith Farm or John Street Chickens.
- For 'Business Type,' select "Individual."
- For 'Operation Type,' select "Producer Unit/Farm."
- For 'Premises name/description,' type "home place."
- For 'Species at Premises,' select "Poultry."

## 5. Restrictive Covenants

Restrictive covenants are placed on the deed of the property. This can be found in the property deed or an attached document that lists the restrictions. Many residential developments have restrictive covenants. If you live in a neighborhood with a Homeowner's Association contact the association to learn about covenants on your lot.

## 6. Municipal Code Violations

If you have active municipal code violations involving your property, a Coop License will not be issued to you.

## 7. Coop and Run Checklist

Minimum floor space of the coop and run is established in the ordinance. The size of the coop and run will determine the maximum number of hens allowed.

## Attachments:

### A. Site Plan

The site plan should include the following:

- Drawing should be to scale.
- Lot dimensions.
- Location of existing structures on the site.
- Proposed coop and run location with setback distances from property lines.
- Distance from the coop and run to adjacent homes.

### B. Coop Plan with Dimensions

- This should include the floor plan of the coop with dimensions. The plan should indicate the location of openings, such as windows and doors.
- The plan should include the location and dimensions of the run.

### C. Architectural Elevation/Perspective Drawings

- Drawings and images should indicate height of the coop and run.
- If the coop is from a stock plan or is pre-fabricated, photographs can take the place of drawings.



# Coop License Worksheet

A large rectangular area filled with a fine grid pattern, intended for writing or drawing.