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## **ANIMAL RAISING PERMIT APPLICANT'S GUIDE**

### **INTRODUCTION**

The purpose of this guide is to explain the City's animal raising permit process:

- What types of animals can be raised?
- How the permits are processed
- What regulations are placed on raising animals?
- How to submit an application

Please read this guide prior to purchasing an animal and preparing your application.

### **WHAT ARE ANIMAL RAISING PERMITS?**

The City's Municipal Code contains regulations which control the number and types of animals that can be raised in residential areas. It is recognized that organized, group sponsored animal raising projects by organizations such as the 4-H Club, may be appropriate for limited periods of time in single family areas. The purpose of the permit is to ensure that the animal raising project does not cause problems to adjacent neighbors and to inform the applicant of the City's restrictions on animals.

### **REGULATIONS ON ANIMAL RAISING**

Animal raising permits may be granted to organized group sponsored animal raising projects, such as the 4-H Club, which operate for a limited period of time. The type of animal permitted is limited to rabbits, sheep, goats and fowl (other than roosters), and the site where they are kept must be zoned R-1 (Single Family) and be a minimum of 6,000 sq. ft. Livestock animals must be confined to an area that is at least 35 feet from any school, church, hospital, place of business, residence, dwelling unit, or other building used for human habitation other than the personal dwelling of the applicant. The animal raising permit application must be submitted to the Planning Division early enough to allow for 30 days processing, and the permit must be obtained BEFORE the animal is located on the site. No more than a total of four livestock animals shall be kept.

### **HOW DOES THE PROCESS WORK?**

Animal raising permits include the following steps:

- Step 1: Permit Forms. Pick up the application packet from the Planning Division.
- Step 2: Draw a Site Plan. Draw a site plan showing the location of the animal pen and the location of all the buildings on the adjacent property. An example of a site plan is attached.
- Step 3: Contact Adjacent Neighbors. When you pick up your project application, Planning staff will provide a map showing your site and the adjacent properties. Contact each of the neighbors and show them the site plan and explain your project. If the neighbors agree to your animal raising project, they can sign the consent section of the application.
- Step 4: Submit Application. Submit your application form, site plan, neighbors consent and fees to the Planning Division at least 30 days before you purchase your animal or locate it on the lot.
- Step 5: Staff Review. Planning staff will review your application, site plan and neighbor consent form. If Municipal Code requirements are met, and if all the adjacent neighbors have signed the consent form, the permit will be issued and mailed to you. If the requirements are not met, the permit will be denied. If one or more of the neighbors do not sign the consent form, an administrative hearing will be necessary which will incur additional fees.
- Step 6: Administrative Hearing. If one or more of the adjacent neighbors object to the animal raising project, the Community Development Director will hold an administrative hearing. Each of the adjacent neighbors will be sent a notice advising them of the place and time of the hearing. The Director will either issue or deny the permit. All decisions of the Director are appealable to the Planning Commission.

## SUBMITTING YOUR APPLICATION

The following items must be submitted as part of an application for an animal raising permit:

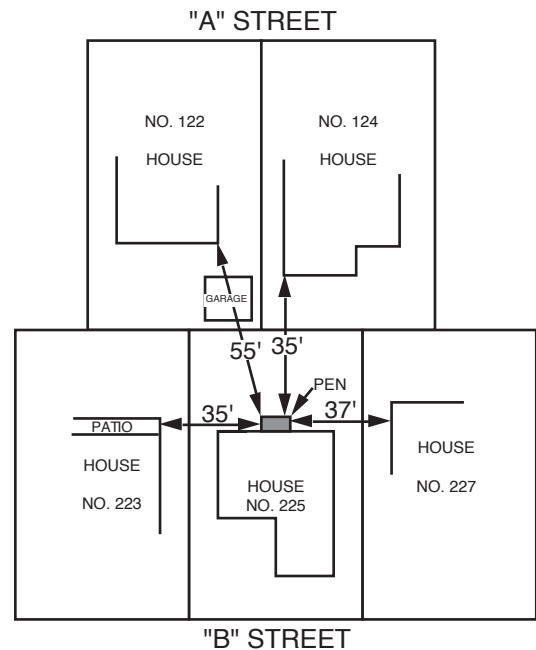
- Application Form
- Site Plan
- Neighbors Consent Form

## SITE PLAN

The purpose of this site plan is to show where the animal enclosure will be located in relationship to adjacent buildings. There must be 35 feet between the animal enclosure and any school, church, hospital, public place, business, residence, dwelling or other building used for human habitation (does not include garages) other than the dwelling of the applicant.

Site plans must be drawn to a readable scale, be dimensioned and include the following:

- All property lines. Planning staff will provide copies of assessor maps to help with this, and will also indicate which lots are "adjacent".
- The location of the animal enclosure or pen.
- The location of all buildings on adjacent lots. Not all of the house needs to be shown; see the example below.
- The distance between the animal enclosure and the buildings on adjacent structures.
- Street addresses on each lot, and street names.



**INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED.**

**HOURS:** Monday, Tuesday, Wednesday and Friday, 7:30 a.m. to 5:00 p.m.  
Thursday 9:00 a.m. to 5:00 p.m. Closed alternate Fridays.

**LOCATION:** Ventura City Hall, 501 Poli Street, Room 117

**PHONE:** (805) 654-7725

**MAILING ADDRESS:** P.O. Box 99, Ventura, CA 93002-0099

This document is available in alternate formats by calling the City of Ventura Community Development Department at 805/654-7894 or by contacting the California Relay Service.

**APPLICATION FORM  
ANIMAL RAISING PERMIT**

1. Applicant's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone No: \_\_\_\_\_

2. Site Address: \_\_\_\_\_

Zoning: \_\_\_\_\_ Assessor's Parcel Number: \_\_\_\_\_

3. Lot Size: \_\_\_\_\_

4. Type of animals proposed:     Sheep     Goat     Poultry     Rabbits

5. How long will the animals be on the property? \_\_\_\_\_ months.    Starting when? \_\_\_\_\_

6. Name of group sponsoring project (4-H, Future Farmers, etc.) \_\_\_\_\_

7. List of adjacent property owners/residents:

I am the (check one)     resident     property owner    at (address) \_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

I am the (check one)     resident     property owner    at (address) \_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

I am the (check one)     resident     property owner    at (address) \_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

I am the (check one)     resident     property owner    at (address) \_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

I am the (check one)  resident  property owner at (address)\_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

I am the (check one)  resident  property owner at (address)\_\_\_\_\_

*I have reviewed the plan for an Animal Raising Permit, and have no objections.*

Signature: \_\_\_\_\_

**QUESTIONS?**

Further information regarding Land Development Permits and approvals can be obtained from the Planning Division. You can also contact the Inspection Services Division or Engineering Division with specific questions regarding building permits, engineering requirements, and the like.