



HEN COOP LICENSE APPLICATION

Department of Health & Human Services
2100 Ridge Avenue
Evanston, IL 60201

PHONE 847.866.2947
FAX 847.448.8134

Thank you for your interest in keeping hens on your premises. The information provided here outlines the requirements for the care of the hens, construction and maintenance of the hen coop, the notification to neighbors and the documentation required for licensure. Please refer to Ordinance 23-O-10 for the complete text referenced.

GENERAL GUIDELINES

- Hens, not roosters, are allowed.
- A minimum of 2 and a maximum of 6 hens are allowed per coop.
- Coop licenses shall not be issued to applicants living in apartment or condominium buildings.
- Coop licenses shall not run with the land.
- Any person found to be in violation shall be fined not less than \$50.00 nor more than \$750.00 for each offense. If an owner is adjudged to have three (3) violations of this Ordinance, the owner's coop license shall be revoked. Each day an owner is not compliant with this ordinance shall constitute a separate offense.

ABOUT THE CARE OF THE HENS

- Hens shall be kept in such a way as not to cause a nuisance as defined in Title 1 Chapter 3 Section 2 (included here) and Title 8 Chapter 4 Section 1.

NUISANCE:	Anything offensive or obnoxious to the health and welfare of the inhabitants of the City; or any act or thing repugnant to, or creating a hazard to, or having a detrimental effect on the property of another person or to the community.
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- Hens shall be kept in an enclosure which shall be maintained in such a manner so as to protect the hens from predators and trespassers.
- Hen yards and coops shall be large enough to provide at least 4 feet per hen.
- Hen yards and coops shall be constructed and maintained to reasonably prevent the collection of standing water; and shall be cleaned of hen droppings, uneaten or discarded feed, feathers, and other waste with such frequency as is necessary to ensure the hen yard and coop do not become nuisances as defined in Title 8 Chapter 4 Section 1 and Title 5 Chapter 1.
- Hen coops shall be built and kept in such a manner so as to allow for easy ingress and egress for the hens and shall offer protection from weather elements including cold temperatures.

ABOUT THE COOP

- Coops are "accessory structures" as defined in Title 6 Chapter 18 Section 3. The definitions of "Structure" and "Accessory Structure or Use" are included here.

Structure: Anything erected, the use of which requires more or less permanent location on the ground or attachment to something having a permanent location on the ground.

Accessory Structure or Use: A structure or use that: a) is subordinate to and serves a principal building or a principal use, except for a drive-in facility; b) is subordinate in area, extent, and purpose to the principal structure or principal use served; c) contributes to the comfort, convenience, or necessity of the occupants, business, or industry of the principal structure or principal use served; and d) is located on the same lot as the principal structure or principal use served, except as otherwise expressly authorized by

the provisions of this Ordinance. Accessory parking facilities may be authorized to be located elsewhere. An accessory structure attached to a principal building in a substantial manner by a wall or roof shall be considered part of the principal building.

- Coops must abide by all the requirements of Title 6 Chapter 4 Section 6-2 General Provisions for Accessory uses and Structures. Relevant text included here:

(C) No accessory building shall be located within ten feet (10') of the nearest wall of the principal building.

(D) No accessory building shall be located within the required front or side yard abutting a street, nor between the front of the principal building and the front lot line.

(E) In residential districts, an accessory building located in a rear yard or interior side yard shall be at least three feet (3') from any property line. In any district other than a residential district, accessory buildings used for required off street parking purposes shall be located at least five feet (5') from the rear lot line abutting an alley.

(F) No accessory building located in the rear yard of a corner lot shall be nearer to a street lot line than the minimum width required for a side yard abutting a street in the district where the lot is located.

(G) No accessory building shall exceed fourteen and one-half feet (14 1/2') in height for a flat roof or mansard roof, or seventeen and one-half feet (17 1/2') for all other roofs, except as otherwise provided for garages in section 6-4-6-4 of this chapter.

- If the coop will include plumbing or electricity, a **building permit and required fees** are required. Contact, Building Department, at 847.448.4311 with questions.
- A **Zoning Certificate of Compliance** is required with the application. Contact the Zoning Department, at 847.448.4311 with questions. To apply for the Certificate of Compliance, you will need to **submit the following to Zoning and pay appropriate Zoning fee:**
 - Accurate Plat of Survey
 - Accurate Plat of Survey with dimensions: size of coop, distance of coop to lot lines, distance of coop to other buildings
 - Coop elevation

THE REQUIRED DOCUMENTATION

- Proof of ownership of the home or property at the address of the coop.
- The Public Notice of Intent to Construct a Hen Coop (included herein, make additional copies, if needed) signed by adjacent landowners except landowners that are municipalities or utilities.
- A copy of the Zoning Certificate of Compliance.
- Proof of having been issued a Premise ID from the Illinois Department of Agriculture. *This can be applied for online at www.agr.state.il.us/premiseid/attention.html or via a form to complete and mail at www.agr.state.il.us/premiseid/premidform.pdf.*
- If a Building Permit was required due to the installation of plumbing or electrical in the coop, provide a copy of the Building Inspection Report that found the coop compliant.

LICENSURE

- For initial licensure, submit the application and all required documentation to the Health Department. The expiration of the original license will be December 31 of the licensing year.
- Upon receipt of a complete license application the Health Department will schedule an inspection.
- Pay the \$50 hen coop annual license fee.
- Keep the license on site.
- To renew each calendar year, submit an application to the Health Department and pay the fee.

**PUBLIC NOTICE OF INTENT TO
CONSTRUCT A HEN COOP AT
YOUR ADDRESS HERE
EVANSTON, IL**

(Make additional copies as needed)

In compliance with Title 9 Chapter 4, Section 5, 6(a):

“Prior to a license being granted to an applicant, the applicant must show proof of notice to all adjacent landowners except landowners that are municipalities or utilities.”

BY SIGNING THIS NOTICE, I AM CONFIRMING THAT I HAVE BEEN NOTIFIED OF MY NEIGHBOR’S INTENT TO HOUSE HENS.

Printed Name / Address / Signature

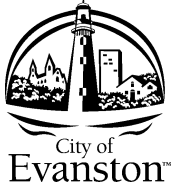
Printed Name / Address / Signature

Printed Name / Address / Signature

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If you have any questions or concerns, please direct them to the Evanston Department of Health and Human Service, Licensing Coordinator at 847.866-2947.



Hen Coop License Application

Department of Health & Human Services, 2100 Ridge Ave., Evanston, IL 60201
Phone (847) 866-2947 Fax (847) 448-8134

TO APPLY AND PAY ONLINE GO TO: <https://www.cityofevanston.org/healthpermitslicenses>

How to Apply: Provide all required information and return to address above. For questions, contact Ellyn Golden, Environmental Health License Coordinator, egolden@cityofevanston.org or (847) 866-2947. A

Annual license fee: \$50.

TO APPLY AND PAY ONLINE GO TO: <https://www.cityofevanston.org/healthpermitslicenses>

Application Type: New _____ Renewal _____

Name (Name of Person(s) Responsible for the Coop and Hens)

Evanston Street Address Where the Hens Will be Kept

Applicant Phone Number _____ **Email** _____

Number of Hens To Be Kept _____

Include the Following Documents with a New Hen Coop Application:

____ IL Dept of Agriculture Premise ID Registration - Registration Number _____

____ Zoning Certificate of Compliance

____ Building Inspection Report (Permit required if plumbing of electrical in coop)

____ Proof of ownership included

____ "Public Notice of Intent to Construct a Hen Coop" signed by adjacent landowners included

Name and Address of Person(s) Responsible for the Coop and the Hens (if different from applicant)

Phone _____ **Email** _____

The license expires December 31, is renewable but is not transferable and does not run with the land. Any person found to be in violation shall be fined not less than \$50.00 not more than \$750.00 for each offense. If an owner is adjudged to have three (3) violations of Ordinance 23-O-10, the owner's coop license shall be revoked. Each day an owner is not compliant with this ordinance shall constitute a separate offense.

I certify that I intend to operate the coop in compliance with all applicable City, County, State and Federal laws.

Signature _____ Date _____