



150 East Main Street, Hillsboro, OR 97123  
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## ANIMAL PERMIT APPLICATION

**Note to Applicant:**

- Approval of an Animal Permit is required to keep livestock including poultry and bees within the City Limits.
- All standards of the Animal Permit must be met to obtain approval.
- This permit does not override private property restrictions in Covenants, Conditions and Restrictions.

**TRACKING INFORMATION (For Office Use Only)**

Date Received: \_\_\_\_\_ Building Permit Required:  Yes  No  
 Tax Map #(s) \_\_\_\_\_ Tax Lot #(s) \_\_\_\_\_  
 Comprehensive Plan Designation: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Planning:  Approved  Denied for the following reasons: \_\_\_\_\_  
 \_\_\_\_\_  
 Decision Date: \_\_\_\_\_ File # \_\_\_\_\_ Reviewing Planner: \_\_\_\_\_  
 Fees Paid: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

### SITE LOCATION & DESCRIPTION

Site Address: \_\_\_\_\_  
 Nearest Cross Street: \_\_\_\_\_  
 Lot Size (Total Square Footage): \_\_\_\_\_  
 Lot Dimensions: \_\_\_\_\_

### DESCRIPTION OF ANIMALS

	Poultry	Miniature Livestock	Bee Hives
Numbers to be kept on property.			

Are there other poultry/miniature livestock/bees at this address?  Yes  No  
 If Yes, Associated Permit #(s) \_\_\_\_\_

Were any animals permitted as part of an annexation application?  Yes  No Case File #: \_\_\_\_\_

**(If yes, attach a copy of the annexation application and skip ahead to Applicant and Owner Information.)**

### GENERAL INFORMATION

ENCLOSURE #1

Square footage of animal enclosure used for the benefit of the animals:

Indoor enclosure: \_\_\_\_\_ sq.ft. Outdoor enclosure: \_\_\_\_\_ sq.ft.

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# ANIMAL PERMIT CONTINUED

## ENCLOSURE #2

Square footage of animal enclosure used for the benefit of the animals:

Indoor enclosure: \_\_\_\_\_sq.ft.          Outdoor enclosure: \_\_\_\_\_sq.ft.

Is the site fully fenced?  Yes  No

Is the animal enclosure fully fenced?  Yes  No

Where/how will animal food be stored? \_\_\_\_\_

Where will animal waste be stored? \_\_\_\_\_

Will waste be  composted  or disposed of? How often will the waste be removed?     Daily     Weekly

## SITE PLAN

Please attach a "to scale" site plan which clearly shows: (Example of "to scale" 1 inch = 100 feet)

- Lot dimensions and size and location of house and accessory structures.
- Animal enclosure structures and areas for the keeping of animals.
- Location of fencing used to keep animals contained within the site.
- Location where waste will be stored or composted.
- Location where animals will be kept.

## APPLICANT AND OWNERSHIP INFORMATION

Applicant Name(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

*If the applicant is not the property owner, permission from the owner must be provided below:*

Property Owner(s) \_\_\_\_\_

Mailing Address/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICANT SIGNATURE

I hereby certify that my animals and enclosures will continually conform to the standards of the Hillsboro Municipal Code Chapter 6.20.070 Livestock and 6.20.080 Bees and to any conditions of approval attached to the Animal Permit. I understand that the ability to keep poultry, miniature livestock and/or bees is subject to revocation if violations of the Municipal Code or this permit exist on my property.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Applicable Municipal Code Sections

## 1.01.020 Definitions (Specific to this Permit)

As used in this title, except where the context mandates otherwise, the following terms are defined to mean as follows:

**ANIMAL**, any mammal, bird, reptile, amphibian or insect, categorized as follows:

- A. **BEE**, a social colonial insect, kept in a beehive for purposes of producing honey and / or for pollination and does not include mason bees (*Osmia Rufa*);
- B. **CAT**, a domesticated animal of the feline family (*Felis catus*);
- C. **DOG**, a domesticated animal of the canine family (*Canis lupis familiaris*);
- D. **EXOTIC ANIMAL**, an exotic or native animal not normally domesticated in the United States or that is wild by nature. “Exotic animal” includes the following orders and families (whether bred in the wild or captivity) and any hybrid with a domestic species; however, the listed animals are examples and not an exhaustive list or limit on the generality of each group:
  - 1. Canidae such as wolves, coyotes, foxes, jackals and other non-domesticated dogs;
  - 2. Cervidae such as deer, moose and elk;
  - 3. Crocodylia such as alligators and crocodiles;
  - 4. Falconiformes such as eagles, falcons, hawks and owls;
  - 5. Felidae such as lions, tigers, bobcats, lynx, cougars, leopards and other nondomesticated cats;
  - 6. Non-human primates and prosimians such as monkeys, chimpanzees and baboons;
  - 7. Procyonidae such as raccoons;
  - 8. Reptilia, including all venomous and constricting snakes; and
  - 9. All other animals not within the other animal categories of: bee, cat, dog, indoor animal, livestock or rabbit;
- E. **INDOOR ANIMAL**, an animal kept inside a residential dwelling unit;
- F. **LIVESTOCK**, a domesticated animal fitting any of the following:
  - 1. **MINIATURE LIVESTOCK**, livestock of a dwarfed variety, or species bred so as to be a smaller version than its “standard livestock” counterpart;
  - 2. **POULTRY**, includes but is not limited to chickens, ducks, turkeys, geese, peacocks, guinea birds, pigeons and doves; and
  - 3. **STANDARD LIVESTOCK**, includes but is not limited to horses, bulls, cows, calves, heifers, mules, donkeys, asses, pigs, sheep, goats or llamas;
- G. **RABBIT**, a domesticated animal of the leporidae family (*Leporidae*).

**ANIMAL ENCLOSURE**, either indoor and outdoor components of a shelter designed or intended to contain an animal, including enclosed or semi-enclosed shelters, cages, pens or fencing.

**CITY**, the city of Hillsboro, Washington County, Oregon.

**DOMESTICATED ANIMAL**, an animal species or population which has been bred to become accustomed to human provision, control and care.

**KEEPER**, any person owning, keeping, having custody of, or responsibility for control or care, possession, or harboring of an animal or who permits, allows or suffers an animal to remain on property owned or controlled by the person, regardless of whether that person has an ownership interest in the animal. Animal services facilities are not a keeper unless otherwise expressly provided for elsewhere in the code.

**NUISANCE**, any of the following on public or private property (list abbreviated as they relate to this permit):

- A. The keeping of an animal in violation of the terms of HMC 6.20.
- B. Affecting animals in violation of HMC 6.20.

**PET SHOP**, a facility or place which regularly engages in the commercial breeding, buying, selling, trading or other offering of animals to the public.

**PLAINLY AUDIBLE**, any sound for which the information content of that sound is unambiguously communicated to the listener, such as, but not limited to, understandable spoken speech, comprehensible musical rhythms or vocal sounds.

**SOLID WASTE**, useless or discarded decomposed and non-decomposed materials consisting of both combustible and noncombustible wastes, including ashes, paper, wrappings, cigarettes, cardboard, tin cans, yard debris, wood, glass, bedding, crockery, leaves, weeds, brush, shrubbery, old motor vehicle parts, old machinery or related parts, old appliances or related parts, old metal, lumber, rope, rags, plastic or similarly discarded material, sewage sludge, septic tank and cesspool pumpings or other sludge, commercial, industrial, non-recyclable demolition and construction wastes, manure, vegetable or animal solid and semi-solid wastes, carcasses and infectious wastes, and other wastes and similar materials. "Solid waste" does not include:

- A. Hazardous waste as defined in state law; or
- B. Materials used for fertilizer, soil conditioning, humus restoration or for other productive purposes or which are salvageable as such materials are used on land in agricultural operations and the growing or harvesting of crops and the raising of fowls or animals, provided the materials are used at or below agronomic application rates.

## 6.20.070 Livestock

A. Keeping Livestock. Livestock may be kept in the city consistent with the following standards:

1. If the keeper is in compliance with their livestock permit;
2. Livestock are limited as follows:

Livestock Categories	Maximum Number of Livestock Allowed on Single-Family Residential Property			Prohibited Livestock
	7,000 to 10,000 sq. ft.	Over 10,000 sq. ft. to 1 acre in area	Over 1 acre or larger in area	
Poultry	3	6	9	Peacocks, Peahens, Roosters, Geese, Turkeys, Male Poultry
Miniature Livestock	0	2	2	Uncastrated Males
Standard Livestock	0	0	0	All Types

3. Livestock may not be bred;
4. Products generated by livestock, such as eggs, wool, hides or meat, may not be sold from residential property;
5. Livestock may not be slaughtered or butchered on residential property;
6. Livestock must be contained consistent with the following standards:
  - a. All portions of an enclosure for the housing or shelter of livestock are to be located behind the front building plane of the dwelling;
  - b. All portions of an enclosure for poultry are to be located a minimum of 10 feet from any property line;
  - c. All portions of an enclosure for miniature livestock are to be located a minimum of 15 feet from any property line;
  - d. All portions of an enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance;
  - e. The outdoor, open air portion of the enclosure must meet the relevant minimum square footage requirements set out below, be able to provide the animals with the ability to feed, exercise and protect themselves from the elements as well as from other animals and be constructed in conformity with the city's land use regulations and all applicable building code: *(see table on following page)*

<b>Livestock Categories</b>	<b>Outdoor Portion of Animal Enclosure Minimum Square Footage</b>
Poultry	20 sq. ft. per animal
Miniature Livestock	1,000 sq. ft. per animal

7. Food for livestock must be kept in waterproof containers having secure sides and lids and be located or kept behind the front building plane of the residence and a minimum of 10 feet from all property lines;
8. No more than one cubic yard of solid waste may be kept on the property at any one time and must be kept dry and be located behind the front building plane of the residence and a minimum of 10 feet from all property lines;
9. Miniature livestock that can be classified as indoor animals are exempt from the livestock enclosure standards; and
10. Poultry and standard livestock may not be classified as indoor animals;

**B. Permitting.** Prior to keeping livestock, a keeper must:

1. Submit a livestock permit on a form provided by the city demonstrating compliance with the standards of this subchapter. Incomplete permits or permits submitted without the fee under HMC 6.20.070(B)(2), will be denied;
2. Submit a nonrefundable livestock permit fee, the amount of which will be set by council resolution and be sufficient to offset the reasonable administrative costs of the city in administering the permit;
3. Obtain the approval by the manager of the livestock permit; and
4. Non-compliance with an approved permit will subject a keeper to citation and revocation of the permit.

**C. Annexation Exceptions.**

1. **Standard Annexation.** Property annexed to the city, the owners of which both requested and were granted written approval by the city to keep livestock, may maintain the same quantity and type of livestock on the property as requested and granted. This approval does not include exceptions from HMC 6.20.070(A)(1) or (3) through (10). Notwithstanding these exceptions, all keepers of livestock in the city are subject to HMC 6.20 and 6.28. The right to exceptions described by this subsection expires automatically if the property changes through a land division, a change of use or the approved livestock are absent continuously from the property for at least one year.
2. **Island Annexation.** As part of the island annexation process manifested in Ordinance No. 5932, property annexed to the city, the owners of which both requested and were granted written approval by the city to keep livestock, are allowed the same quantity and type of livestock on the property as requested and granted. This approval does not include exception from HMC 6.20.070(A)(1), (4), (6) through (10). Notwithstanding the exceptions, all keepers of livestock in the city are subject to the standards set out in HMC 6.20 and 6.28. The right to exceptions,

described by this subsection, expires automatically if the property changes through a land division or a change of use.

3. Right to Farm Annexation. Notwithstanding HMC 6.20.070(C) (1) and (2), property annexed to the city, the owners of which meet state commercial farming eligibility, shall be subject to state rather than city livestock standards.

#### **6.20.080 Bees**

A. Keeping Bees. Bees may be kept in the city consistent with the following standards:

1. The keeper is in compliance with HMC 6.20.080(B);
2. Bee hives / colonies may only be kept on single family residential property;
3. No more than three bee hives / colonies may be kept;
4. Bee hives / colonies may not be kept when a person who has a medically certified allergy to the sting of bees resides within 300 feet of the hives / colonies and has submitted to the city medical documentation and a written request that the hives / colonies be removed;
5. Products generated, such as honey, may not be sold from a residential property;
6. Bees must be contained consistent with the following standards:
  - a. All portions of the hives / colonies enclosure must be located behind the front building plane of the dwelling; and
  - b. All portions of the hives / colonies must either be located a minimum of 10 feet from any property line unless there is no barrier, such as a fence or hedge, that is at least six feet in height on all relevant property lines, in which case a minimum of 15 feet applies.
7. Beekeeping equipment must be kept consistent with the following standards:
  - a. All portions of the hives / colonies enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance; and
  - b. Unused equipment may not be in the open or otherwise accessible to bees.

B. Notification Process. Prior to keeping bees, a person must:

1. Prepare a notice stating intent to keep bees and the type of bee kept and mailing list, utilizing city approved templates;
2. Mail notice to adjacent property owners within 300 feet of the site two weeks prior to commencing bee keeping; and
3. Submit a written declaration to the city of compliance with the notification requirements in HMC 6.20.080(B)(1) and (2).

#### **6.28 Nuisances**

Persons keeping livestock or bees under the provisions of HMC 6.20 must also comply with the provisions of HMC 6.28 Nuisances.

# SUBMITTAL REQUIREMENTS

## (Poultry/Miniature Livestock)

- The original, signed Animal Permit Application. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- Animal Permit fee as applicable. See fee schedule.
- A copy of the annexation application if seeking exception from numerical quantity and type standards based on Municipal Code Section 6.20.070(C)(1) and 6.20.070(C)(2).
- A “to scale” site plan that shows all of the following: (See example.)
  - Building/enclosure dimensions and lot dimensions and size.
  - Location of house, any accessory structures, and animal enclosure areas for the keeping of animals.
  - Location of fencing used to keep animals contained within the site.
  - Location where waste will be stored or composted.
  - Location where animals will be kept.

## (Bees)

- The original, signed Animal Permit Application. This information must be reproduced so please print clearly using black or dark blue ink or type.
- Permission from property owner (if other than applicant) by signature on the application form or in a separate attached letter.
- Animal Permit fee as applicable. See fee schedule.
- A copy of the annexation application if seeking exception from numerical quantity and type standards based on Municipal Code Section 6.20.070 (C)(1) and 6.20.070 (C)(2).
- A “to scale” site plan that shows all of the following: (See example.)
  - Building/enclosure dimensions and lot dimensions and size.
  - Location of house, any accessory structures, and where bee hive(s) will be kept.
  - Location of fencing used to divert bees.
  - Location where bee keeping material will be stored.
- Copy of the bee keeping notification mailing affidavit which will include the notification letter and the list of neighboring properties within 300 feet that the letter was mailed to, and the vicinity map.

### FOR MORE INFORMATION PLEASE CONTACT:

City of Hillsboro Planning Department  
150 East Main Street, 4<sup>th</sup> Floor, Hillsboro, OR 97123  
Phone: (503) 681-6153  
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# EXAMPLE: BACKYARD SITE PLAN

Scale: 1" = 10'

60 Feet

Shed

Minimum 10 FT setbacks for Poultry.

Minimum 15 FT setbacks for miniature livestock.

Poultry Indoor Area  
25 sq. ft.

Poultry Outdoor Area  
200 sq. ft.

House

120 Feet

120 Feet

10 Feet

5 Feet

Front of House

Street

