

APPLICATION FOR PERMIT TO KEEP ANIMALS OR FOWL

CULVER CITY MUNICIPAL CODE SECTION 9.01.025

When a person applies for a permit to keep animals under Culver City Municipal Code Section 9.01.025, there are several steps that must be followed:

- 1) The "Application for Permit to Keep Animals or Fowl" must be completed.
- 2) The applicant must obtain signatures of approval or disapproval from at least one adult resident of each dwelling or apartment unit within a 200-foot radius of the applicant's property, measured from the property line in all directions. The list of properties within the 200-foot radius will be requested from the City's IT GIS department by the Animal Services Division on the applicant's behalf.
- 3) The applicant must pay a \$50 application fee to the City Treasurer's Office on the first floor of City Hall. Applicant should request a receipt from the City Treasurer.
- 4) The signatures of the surrounding residents, the completed application form and a copy of the receipt from the City Treasurer should be submitted to the Animal Services Division at the Culver City Police Department.
- 5) Upon receipt of the required application materials listed above, Culver City Animal Services will post notices within a 200-foot radius of the property, pursuant to CCMC section 9.01.025.A.2. A decision on the permit will be made no sooner than 10 days after the notices are posted.
- 6) After any investigation that may be required, the Animal Services Division will approve or deny the permit application. If an objection is received, the application will be denied. If the Permit is denied, a written notice of denial will be sent to the applicant.
- 7) In the event of the denial of an application, the applicant may appeal to the Police Chief by filing with the City Clerk a written request for review within 10 days from receipt of a notice of denial. Upon receipt of a timely request for review, the Chief of Police shall review the written grounds for appeal and the City's own records of the circumstances of the denial of the permit. The Chief of Police may uphold the denial of the permit, or grant such permit, if he or she determines that the denial is not warranted under a totality of the circumstances and that the keeping of the animal is not detrimental to the health, safety and welfare of the community. Such determination shall be made within 30 days from the date of the filing of the appeal.
- 8) A written notice of the Chief's decision shall be sent by first class mail to the applicant within 10 days of the date of the decision. The action of the Chief of Police under this section shall be final and conclusive.

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Date _____

Name of Applicant: _____

Address: _____

Phone Number: _____ E-Mail Address: _____

Application is hereby made for a permit to keep animals or fowl as follows:

1. Number and Kind of Animals or Fowl:

2. Address:

3. Describe where the animal will be maintained (indoors or outdoors, in an accessory structure, coop, pen, etc.)

4. What distance will the animal be maintained from the nearest dwelling (other than the one occupied by the applicant)?

5. List any other information that may be relevant to the approval or denial of the permit:

If this application for permit is granted, the applicant agrees to maintain the premises, on which the animals or fowl referred to herein are kept, in a clean and sanitary condition and will not permit such animals or fowl to annoy or become a nuisance to other residents in the neighborhood.

I declare under penalty of perjury of the laws of the state of California that the above information is true and correct.

 Signature of Applicant

 Print Name of Applicant

FOR OFFICIAL USE ONLY	Application Fee	\$ 50.00
	Application Approved	Yes (Granted) <input type="checkbox"/> No (Denied) <input type="checkbox"/>

Culver City Municipal Code

TITLE 9: GENERAL REGULATIONS / CHAPTER 9.01: ANIMALS AND FOWL / GENERAL PROVISIONS / § 9.01.025 APPLICATION FOR PERMIT; APPEAL UPON DENIAL.

§ 9.01.025 APPLICATION FOR PERMIT; APPEAL UPON DENIAL.

A. Application for permit.

1. All applications for permits to keep animals, fowl or reptiles shall be filed with the City Clerk, shall be accompanied by a fee of Fifty Dollars (\$50.00) and shall state the number and kind of animals, fowl or reptiles as well as such other information required by the Animal Services Division. Signatures of at least one adult resident of each dwelling or apartment unit within a radius of 200 feet, indicating approval or disapproval, shall be appended to such applications. Upon receipt of a complete application, the Animal Services Officer shall conduct an investigation and complete a report.

2. Upon completion of any investigation, the Animal Services Division shall cause notices to be posted within a radius of 200 feet from the address wherein said animals, fowl or reptiles are proposed to be kept, and not more than 50 feet apart. Permit will be granted providing no written objections are filed within 10 days of posting, unless the City's Animal Services Division finds that denial of the permit is in the interest of the public's health, safety and welfare. Written notice of denial of a permit shall be provided to the applicant.

B. Appeal to Police Chief. In the event of the denial of an application, the applicant may appeal to the Police Chief by filing with the City Clerk a written request for review within 10 days from receipt of a notice of denial. Upon receipt of a timely request for review, the Chief of Police shall review the written grounds for appeal and the City's own records of the circumstances of the denial of the permit. The Chief of Police may uphold the denial of the permit, or grant such permit, if he or she determines that the denial is not warranted under a totality of the circumstances and that the keeping of the animal is not detrimental to the health, safety and welfare of the community. Such determination shall be made within 30 days from the date of the filing of the appeal. A written notice of the decision shall be sent by first class mail to the appellant within 10 days of the date of the decision. The action of the Chief of Police under this section shall be final and conclusive.

(Ord. No. 2017-011 § 2)