



PLANNING & DEVELOPMENT SERVICES

 **Pilot Program Application**
Domestic Chicken-Keeping Permit

Spencer Town Hall • 460 South Salisbury Ave, Spencer NC 28159
 Office: (704)-633-2231 ext. 28 • Steve Blount • sblount@spencernc.gov

Beginning in Summer 2024, the Town of Spencer will allow up to twelve (12) households to keep chickens as part of a Pilot Program. Permits approved for the trial period will be valid until Summer 2025, at which time the Town will take action to continue, modify, or end the program based on the results of the pilot. Applicants are advised to prepare a contingency plan for the disposition of their chickens in the event the program is not continued.

Background: On July 9, 2024, the Spencer Board of Aldermen adopted Ordinance 24-17 17 modifying Section 91.3 of the Town's Code of Ordinances authorizing the keeping of chickens in Spencer. The ordinance establishes new regulations to ensure that chickens are kept in a manner conducive to public health and welfare. The regulations limit the type and number of chickens allowed, including the placement, screening, and sanitation of coops and enclosures. An approved Domestic Chicken-Keeping Permit is required prior to keeping any chickens in Spencer. Permits will be issued on a first-come, first-served basis, until the maximum number of twelve (12) permits have been approved for the trial period.

The permit review process allows the Town's Planning & Development Services staff to ensure that your proposed chicken-keeping plan meets all applicable standards. For help and guidance in completing this form, please contact the Planning & Zoning Administrator at sblount@spencernc.gov or 704-633-2231 ext. 28. Please note that in some cases, new accessory structures (including coops) exceeding a certain size, and new fencing related to chicken-keeping, may require additional permits.

OFFICE USE ONLY		Zoning Permit Fee: \$0 Fees Per Town of Spencer Budget Ordinance	<i>Stamp indicates payment.</i>
Filing Date:			
Permit #			

APPLICANT/PROPERTY OWNER INFORMATION

Property Address:	Rowan County Parcel ID:
Applicant/Owner Name:	Applicant/Owner Phone:
Applicant/Owner Email:	
Applicant/Owner Mailing Address (City, State, Zip):	

PROJECT INFORMATION

Property Information	# of Chickens Proposed
Zoning District:	<input type="checkbox"/> Up to 5 chickens (for lots 0.5 acres or smaller)
Existing Use:	<input type="checkbox"/> Up to 10 chickens (for lots between 0.5-2 acres)
Lot Size (in acres):	<input type="checkbox"/> Up to 20 chickens (for lots 2 acres or larger)
Historic District? (Y/N):	

SCREENING & ENCLOSURE DETAILS

The area where chickens are allowed to roam during daylight hours must be completely enclosed by at least a 6-foot-tall solid wood privacy fence. The fenced enclosure must be at least 5 feet from any lot line and at least 50 feet from any neighboring home. If you already have (or choose to build) a privacy fence along the lot line to meet the screening requirement, you may use chicken wire or similar type fencing within your rear yard to provide at least a 5-foot buffer between the lot line and the chicken enclosure. The intent is to provide at least a 5-foot separation between the chicken roaming area and neighboring properties to minimize disturbance of neighbors.

Fencing/Screening Details	Enclosure Location
Material (e.g. wood, etc.):	Setback from Nearest Property Line (min. 5 ft.):
Type (e.g. solid privacy, picket, etc.):	Setback from Nearest Neighbor's Home (min. 50 ft.):
Height (if height varies, please indicate):	

CHICKEN COOP/HOUSING DETAILS

Within the chicken enclosure, there must be provided a chicken coop, house, pen, or run where chickens will be kept during nighttime hours. For most small or prefabricated coops, additional permits are probably not needed. If the chicken coop or housing structure exceeds a certain size or height limit, additional permits may be needed. Check with the Planning & Zoning Administrator to confirm.

Total Size (sq. ft.) of Coop Structure:

Setback from Nearest Lot Line (min. 5 ft.):

Height of Coop (ft.):

Separation from nearest neighbor's home (min. 50 ft.):



SITE PLAN CHECKLIST

Applications for Domestic Chicken-Keeping Permits require a basic Site Plan. The Site Plan should show the required fencing, location of chicken housing and enclosures, separation distances from neighboring dwellings, etc.

Site Plan Requirements	Completed by Applicant	Completed by Planning & Development Staff	
	YES	YES	NO
1. Show the general location, size, and shape of any structures presently on the site and of those proposed for construction; including planned chicken housing structures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Show and label existing and/or proposed fencing and/or chicken enclosures. Label the height and type (e.g. solid privacy, chicken wire) of all fencing/enclosures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clearly label separation distances between the proposed chicken housing/enclosure and neighboring dwellings and lot lines. The fenced enclosure must be at least 50 feet from any occupied structure on adjacent properties. The fenced enclosure must also be at least 5 feet from any lot line.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Clearly label existing and proposed development. Provide clear identification of proposed work, including proposed changes to the physical features of the site or existing structures. Clearly distinguish between existing and proposed features. Statements such as "Existing fencing to remain" are acceptable call-outs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide distances between buildings and property lines, buildings and other buildings, and fences and/or walls and property lines. For existing and proposed structures, label the distance(s) to the nearest property lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review Town Policy: Spencer Code of Ordinances, Chapter IX, Section 91.3(C):

(C) To keep chickens on properties unable to meet the space and distance requirements in Section (A) of this ordinance, the Town of Spencer is implementing a trial program that will begin on the date of adoption of this text amendment and run approximately one year hence, at which time the Town will take further action that will continue the trial period, make the text amendments permanent, or end the trial and revoke all permits previously issued. The maximum number of properties participating in the trial during the first year will be twelve (12). Permits will be issued on a first come, first served basis. Regulations for the keeping of chickens will be as follows:

(1) Permit Required. No person shall keep chickens without first obtaining a permit issued by the Town. The permit application shall include a sketch showing required fencing, location of chicken housing or coop, separation distances from neighboring dwellings, etc. Permit will include the requirement to notify property owners of lots adjacent to the rear yard of the subject property owner's intent to apply for a permit to keep chickens.

(2) Only female chickens shall be kept. No male chickens (roosters) are allowed.

(3) A maximum of 20 chickens may be kept on any lot 2 acres in size or larger. A maximum of 10 chickens may be kept on lots less than 2 acres but more than 1/2 acre. A maximum of 5 chickens may be kept on lots 1/2 acre or smaller.

(4) Regardless of lot size, no chickens may be kept unless the area where the chickens are allowed to roam during daylight hours is completely enclosed with at least a six foot tall solid wooden privacy fence. This fenced enclosure will be at least 5 feet from any property line and at least 50 feet from any occupied structure on adjacent properties. This fenced enclosure will be in the rear yard of the primary structure. Within this enclosure, there will be provided a chicken coop, house, pen, or run where the chickens will be kept during nighttime hours.

(5) The fenced enclosure and coop will be kept clean and free of manure and uneaten feed and always maintained in a sanitary manner.

(6) Chickens will not be allowed to roam outside of the fenced enclosure.

(7) Revocation. Permits issued for the keeping of chickens may be revoked immediately if the permit holder is found to be in violation of any of the regulations above by the Town's Code Enforcement Officer. Additionally, if complaints are received from neighboring property owners about noise or odors caused by the keeping of chickens, after due investigation of the complaints, the Code Enforcement Officer may require further actions of the property owner keeping the chickens to mitigate those problems. Failure to complete the requested further actions within ten days can result in the revocation of the permit.

(8) Upon revocation of the permit or if at the end of the trial period the Board decides to terminate the trial program, the property owner will have 15 days to dispose of the chickens.

SIGNATURE

By signing below, you certify that all information provided on this application is accurate and that all chickens will be kept in a manner consistent with the Spencer Code of Ordinances and all other applicable regulations.

- I am aware that all Domestic Chicken-Keeping Permits approved through this Pilot Program will be valid only until Summer 2025. In the event the program is not continued, I acknowledge that it is solely my responsibility to prepare for the appropriate disposition of any chickens obtained in relation to the pilot program.
 - A detailed Site Plan is attached showing all required information.
 - I have reviewed and am familiar with the applicable regulations pertaining to my project. (A copy of the ordinance is included on this application form.)
 - I hereby certify that I have provided due notice to all property owners of lots adjacent to the rear yard of my property that I intend to seek a permit through this pilot program.
 - I am aware that no male chickens (roosters) are allowed in Spencer. Only female chickens shall be kept.
 - I am aware that the fences enclosure and coop must be kept clean and free of manure and uneaten feed and must always be maintained in a sanitary manner.
 - I am aware that chickens are not allowed to roam outside of the fenced enclosure.
- I am aware that Code Enforcement may enter upon private property at reasonable times to inspect the work or the site solely in performance of their duties.
- I am aware that permits for the keeping of chickens may be revoked immediately if the permit holder is found to be in violation of any of the applicable regulations. Additionally, if complaints are received from neighboring property owners about noise or odors caused by the keeping of chickens, after due investigation of the complaints, the Code Enforcement Officer may require further actions of the property owner keeping the chickens to mitigate those problems. Failure to complete the requested further actions within ten days can result in the revocation of the permit.

Signature of Applicant:	Date:	<i>Town Seal indicates approval.</i>
OFFICE USE ONLY		
Approved By:	Date:	
Permit Fee Paid?	Receipt #:	