



CITY OF FRAMINGHAM
Department of Public Health
150 Concord Street
Framingham, MA 01702

Physical Office Location: 31 Flagg Drive, Door 14, Framingham, MA 01702

Board of Health

Laura T. Housman, MPH, Chair
Michael R. Hugo, Esq., Vice Chair
Tammy C. Harris, M.D., MPH, Secretary
David W. Moore, M.D.
Judith Wester, RN, BSN, MSN

Director of Public Health
Samuel S. Wong, Ph.D.

Tel: (508) 532-5470
Fax: (508) 532-5760
health@framinghamma.gov

**PROCEDURES FOR APPLICATIONS
FOR
ANIMAL PERMIT**

When a resident applies for an Animal Permit in the City of Framingham, the following course of events is set in motion, culminating with a brief interview before the members of the Board of Health at their monthly meeting.

- 1. Fill out the enclosed Permit Application form and pay the fee of \$50.00.**

Please mail applications to: City of Framingham

Department of Public Health

150 Concord Street

Framingham, MA 01702

- 2. The application will be placed on the next open agenda for the monthly Board of Health meeting.**
- 3. The abutting property owners list is given to applicant. Abutters will be notified by certified mail that the application has been received by the Board and their response requested (if they are in favor, or opposed). Abutters may also appear at the monthly Board of Health meeting, if they so desire. The Board will also accept signatures from abutters to be presented at the Board of Health meeting,**
- 4. The Framingham Police Animal Control will be notified of the permit application. A site visit may be made by a Board of Health inspector and an animal control officer to your home to verify the conditions under which the animals will be kept. The inspection report will be forwarded to the Board of Health members for their study prior to the monthly meeting.**
- 5. The Board will meet and conduct an interview before making their decision to issue the permit or not.**



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ANIMAL PERMIT APPLICATION

Fee: \$50.00

Date: _____

NAME: _____

ADDRESS: _____

LOT SIZE: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

TO KEEP THE FOLLOWING ANIMALS (type and number): _____

ANY ADDITIONAL INFORMATION: _____

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.

Signature of Applicant: _____

Please mail application to:

**Department of Public Health
150 Concord Street
Framingham, MA 01702**

Make checks payable to "CITY OF FRAMINGHAM"

CITY OF FRAMINGHAM

BOARD OF HEALTH

KEEPING OF POULTRY APPLICATION

These guidelines are not final requirements. The Board of Health may require additional information based on the type and location of operation.

Plan Review fee: \$50 (checks made payable to City of Framingham)

For official use only: Date/time application received _____ Received by: _____

Board of Health meeting assigned: _____

Applicant Name: _____

Applicant Address: _____

Contact Telephone Number: _____

Contact Email: _____

Keeping of Poultry Application Process Summary

1. Submit Hen/Poultry Application Questionnaire and required documents to the Framingham Department of Public Health with a check for \$50.
2. Department of Public Health reviews applications and conducts site walk.
3. A meeting will be held with the Board of Health, decision will be made to approve or deny application based upon all requirements set forth in town regulations.
4. Upon approval by the Board, construction of the coop may begin. A final inspection will be conducted once coop has been constructed and prior to the keeping of hens.
5. An annual Keeping of Poultry permit will be required through the Framingham Department of Public Health, expiring December 31st of every year. A renewal permit must be obtained. Permit holders that fail to renew their Keeping of Hens permit prior to January 1st are subject to a \$100 reinstatement fee. Additionally, an annual inspection will be conducted by the Department of Public Health. Failure to meet requirements set forth in the regulations will result in a re-inspection fee of \$100 and may result in a hearing with the Board of Health to determine whether the permit should be revoked, suspended or subject to further conditions.

CITY OF FRAMINGHAM

DEPARTMENT OF PUBLIC HEALTH

Hen/Poultry Application Questionnaire

Circle/Answer the following questions

Is the applicant the sole owner of the property where the poultry will be kept? Yes/No

If no, please provide signed written statements from all property owners granting permission the keeping of hens.

What is the size of the property lot in square feet? _____

I. HENHOUSE / PEN

1. Location

- a. Will the henhouse/pen enclosure be in the rear yard of the property? Yes/No
- b. Will the henhouse/pen enclosure be at least six (6) feet from all property lines? Yes/No
- c. Will the henhouse/pen enclosure be at least 25 feet from existing residences on adjacent lots? Yes/No
- d. Will the henhouse/pen enclosure be located at least 200 feet from the high water mark of any known source of drinking water supply or any tributary thereof, and at least 50 feet from any well? Yes/No
- e. Will the henhouse/pen enclosure conform to all relevant property setbacks for accessory structures as specified in the Zoning bylaws? Yes/No
- f. Will the henhouse/pen enclosure interfere with any utility or other feature of the property that needs suitable access? Yes/No
- g. Will the henhouse/pen enclosure be located in a well-drained area that does not discharge to a public way or neighbor's property? Yes/No
- h. Please provide a certified plot plan depicting all of the following: all structures on the property, all structures on abutting properties and proposed locations of the henhouse/pen enclosure, composting/manure storage and food storage.

II. Construction

- a. Will the henhouse/pen enclosure provide a minimum interior floor surface of at least two (2) square feet per bird? Yes/No
- b. Will the pen enclosure provide a minimum ground surface of at least five (5) square feet per bird? Yes/No
- c. Will the henhouse/pen enclosure be securely constructed in a manner that excludes predators and pests, including those that fly, burrow and reach? Yes/No
- d. Will the henhouse/pen enclosure have a predator and pest proof material across the top? Yes/No
- e. Will the henhouse/pen enclosure provide protection from the elements as needed? Yes/No

- f. Will the henhouse/pen enclosure be constructed in such a manner and with such materials that allow for effective weekly cleaning? Yes/No
- g. Please provide a separate detailed description of the henhouse/pen enclosure, including square footages and photographs if possible.

III. Maintenance

- a. Will the feed be securely stored in a rodent and pest-proof container? Yes/No
- b. Will the feed leftover from feeding remain in an area accessible to rodents and pests past dusk? Yes/No
- c. If the weather is too cold, or composting is otherwise not possible, will there be a sealable container for waste to be stored until disposal? Yes/No
- d. If composting is possible, how and where will waste be composted with carbonaceous material such as hay, bedding of leaves? Please identify composting/manure storage location on the required certified plot plan.

- e. What measures will be taken to prevent the buildup of pests or rodent populations due to the presence of poultry on the property?

- f. Please provide a separate, detailed written maintenance plan describing the following: cleaning practices and schedule for the henhouse/pen enclosure and feed and water containers, which anti-bacterial/viral cleaning solution will be used, which bedding material will be used in the birdhouse and at which depth it will be provided, how frequently the bedding material will be composted, and any other appropriate nuisance (odor & noise) prevention measures that will be taken.

2. POULTRY

1. Poultry Keeper

- a. Will the poultry keeper be taking, or has the hen keeper taken, a class in keeping hens? Yes/No
If yes, please provide a copy of a certificate of completion from a poultry/hen-keeping course.
- b. Will there be a knowledgeable person in charge to care for poultry during vacations or extended leaves? Yes/No

2. Source

- a. What type of poultry and how many poultry will you be keeping?

- b. Will the poultry be acquired from S. pullorum clean sources from National Poultry Improvement Plan (NPIP) participants? Yes/No
- c. Where will the poultry be acquired from and what documentation will be provided?

3. Health & Disease Concerns

- a. Will the poultry be vaccinated from any communicable diseases?
 Yes/No
 If yes, from what? _____
- b. Will newly acquired poultry be isolated from healthy resident birds? Yes/No
 If so, where and for how long? _____
- c. Will the poultry be separated from wild migratory fowl at all times? Yes/No
- d. What will be done with a bird if it dies? _____

To complete this application the following must be provided:

- Copy of list of property abutters
- Copy of certified letter with copy of signed return receipt to each property abutter informing them of your application to keep hens or receipt showing notice was hand-delivered and received by abutters with signature.
- If applicant is not the sole property owner, signed written statements from all property owners granting permission for the keeping of poultry.
- Certified plot plan depicting all of the following: all structures on the property, all structures on abutting properties, and proposed locations of the henhouse/pen enclosure. Plot plans can be found with the Assessors office.
- Written maintenance plan and description of henhouse/pen enclosure
- Copy of certificate of completion from a hen-keeping course, if applicable.

I have read the town regulations and bylaws regarding the keeping of poultry and understand the requirements as outlined. I understand failure to comply with the requirements of these regulations and failure to prevent a public health nuisance may result in revocation of my keeping of poultry permit.

Signature: _____ Date: _____

-----Official Use Only-----

Board of Health Meeting date assigned: _____