

FARM ANIMAL OR POULTRY PERMIT APPLICATION INSTRUCTIONS

IT IS NECESSARY THAT YOUR APPLICATION INCLUDE ALL OF THE FOLLOWING INFORMATION TO AVOID DELAYED PROCESSING, AS YOUR APPLICATION WILL BE RETURNED TO YOU FOR CORRECTED RESUBMITTAL IF INCOMPLETE.

1. Application Form One (1) copy
2. Filing Fee The filing fee covers the cost incurred by staff in processing of the application. Refer to the City's Fee Schedule or contact the Community Development Department at (805) 449-2323.
3. Property Owners' List and Labels One (1) copy with all property owners immediately adjacent or cornering subject property numbered to correspond with numbers contained on the plot plan (see below)
4. Plot Plan Drawing One (1) copy drawn to scale of 1" = 20" or larger, outlining the subject property and containing the following information:
 - a. Parcel boundaries and dimensions;
 - b. Total number of square feet contained within the parcel;
 - c. Area within which animal(s) shall be confined and location of buildings within this area and distance to property lines;
 - d. All adjacent properties and location of habitable dwellings thereon (to be numbered consecutively);
 - e. Exact distance from stable or pen area to each adjacent habitable dwelling;
 - f. North arrow and scale
 - g. Name of each abutting street for each parcel shown thereon and each parcel's street address.
5. Letter or Notice of Petition One (1) copy (sample copy attached)

The following permit procedures have been established by the City of Thousand Oaks to allow the keeping of farm animals or poultry in the various residential zones.

To qualify, an applicant must:

1. Own the subject property, or have permission of the owner of the property upon which the animal or fowl is to be maintained. The property shall be of sufficient size (as indicated below) to accommodate the animals or fowl.
 - a. Poultry and rabbits must have a minimum lot size of 7,000 square feet, in which a maximum of twelve (12) birds and six (6) rabbits may be maintained.
 - b. Poultry and rabbits on lots of 10,000 square feet and greater may maintain up to twenty-four (24) birds and twelve (12) rabbits.
 - c. One (1) calf, pig, or goat may be maintained on lots with a minimum of 20,000 square feet.
 - d. Two (2) horses, bovines, goats, or sheep may be maintained on lots with a minimum of 20,000 square feet. One additional horse or bovine and either two (2) sheep or goats may be maintained for each additional one-half (1/2) acre over the minimum 20,000 square feet.
2. A plot plan drawn to scale, showing the applicant's property and each adjacent property, the residences on each and the area and structures to be devoted to animal or fowl use. Such plot plan shall show compliance with the requirement that no animal or fowl, except dogs and cats kept as domestic pets, shall be housed, stabled, lodged, maintained, or confined within forty (40') feet of any school, church, hospital, public place, business, residence, dwelling house or other building used for human habitation, other than the personal dwelling or residence of the owner or keeper.
3. A list of all the property owners or residents adjacent to the subject property with an affirmative showing of evidence by means of a signed petition of consent of all adjacent property owners, or notice as per the sample letter attached, sent to all adjacent property owners, with a post office certification of registration showing that the letter was actually received, together with a statement that each owner or resident has been notified as to the types and numbers of animals requested. Such list shall also contain the address, telephone number and a statement as to whether the resident is the legal owner of the property. The Director of Community Development shall issue the requested permit within thirty (30) days if no complaint is received.
4. Only an original (no photocopies) of the petition and application will be accepted.

When the applicant has determined that compliance with each of the above requirements can be achieved, the attached application form and other necessary documentation or information shall be submitted to the City of Thousand Oaks Community Development Department.

This request will be subject to denial for any of the following reasons:

1. Failure to list all adjacent property owners and tenants.
2. Receipt of a formal verified complaint or objection from any adjacent property owner or tenant.
3. Determination that the applicant has falsified any information contained in the application.
4. Determination that the applicant is not the legal property owner or a tenant, with permission of the property owner to file the application.



SAMPLE LETTER OF PETITION

Dear _____,

I/We _____ the property owner(s) of _____, Thousand Oaks,

California, are hereby requesting permission to keep _____
_____ (Number and type of animals) at the identified address. This request is subject to the approval of the Director of Community Development for the City of Thousand Oaks and the conditions of the Thousand Oaks Municipal Code. If there be any reason why this request should not be granted, it is requested that the reason(s) be conveyed (in writing within thirty (30) days of receipt of this notice to the City of Thousand Oaks Community Development Department, 2100 Thousand Oaks Boulevard, Thousand Oaks, CA 91362.

Sincerely,

(Property owner)