

INSTRUCTIONS FOR MULTI-PET RESIDENCE LICENSE APPLICATIONS

1. Review the letter addressed to you as applicant and also the sample of the letter that will be sent to your neighbors explaining the multi-pet residence license process.
2. Fill out the enclosed application and obtain the three signatures of your abutting neighbors (each side of you and directly behind you.)
3. Once this has been completed, return the application by mail or in person at City Hall, Public Safety Department, Monday through Friday, 8:00 to 4:30 p.m. Please remit the proper fees, which would include your animal's individual licenses. If you have a license currently, it will remain in effect until the renewal process has been completed.
4. Please be aware that a Community Service Officer will conduct an inspection of the Interior and exterior of the residence before a license is granted.

**IF YOU SHOULD HAVE ANY QUESTIONS CONCERNING THE PROCESS,
PLEASE CONTACT LICENSING STAFF AT (612) 861-9870. THANK YOU!**

RECEIPT NO. _____ LICENSE NO. _____ NEW _____ RENEW _____

APPLICATION FOR MULTI-PET RESIDENCE LICENSE



Maximum Number Allowed – 3 dogs & 2 cats or 3 cats and 2 dogs

of Dogs _____ # of Cats _____ **FEE**

Applicant's Name: _____ Residential
\$ 100.00

Applicant's Address: _____

Applicant's Phone #: _____

Business Name: _____

Business Address: _____

Total Amount Due \$ _____

Business Phone #: _____



I (we) hereby agree to operate such business in accordance with the laws of the State of Minnesota and the ordinances of the City of Richfield. The foregoing statements are true and correct to the best of my knowledge and belief.

Authorized Signature: _____ Date: _____



APPROVAL OF CONTIGUOUS PROPERTY OWNERS FOR A MULTI-PET RESIDENCE LICENSE

(A multi-pet residence license is a place where more than two dogs or two cats are kept on premises which are zoned and qualified for residential purposes, and where the keeping of such dogs or cats is incidental to the occupancy of the premises for residential purposes.) (In October of 2004, City Council amended the ordinance that no resident may have more than five animals (three dogs & two cats, or three cats & two dogs.)

Ordinance Code Section 905.31, Subd. 3 – The application for a multi-pet residence license shall be accompanied by a petition showing the approval of the occupants of privately owned real estate abutting the premises on which the kennel is to be located.

Whether or not all of the occupants of abutting property approve the application, city staff may grant or deny the license. The license may not be granted unless city staff finds that the use of the applicant's premises as a multi-pet residence will not have, or will not be likely to have any adverse effect upon adjacent properties or the occupancy thereof, and will not constitute a nuisance to the neighborhood. City staff may impose condition upon the granting of any multi-pet residence license.

WE HEREBY APPROVE OF A MULTI-PET RESIDENCE LICENSE ON THE PREMISES OF:

Applicant: _____ Address: _____

Signature: _____ Address: _____

Signature: _____ Address: _____

Signature: _____ Address: _____



FOR CITY USE ONLY

CITY COUNCIL APPROVAL REQUIRED YES ____ NO ____

STAFF/COUNCIL APPROVAL DATE _____ SIGNATURE _____