

Animal Keeping Permit Application
“to-do” list
for New Applicants

1. Review the Local Board of Health (BOH) Animal Keeping Regulations on the Health Department website.
<https://www.wayland.ma.us/health-department/pages/regulations-guidelines>
2. Complete the Animal Keeping permit application form (also on the website).
3. Using the Town website on the Wayland GIS page <https://www.axisgis.com/WaylandMA/> , create a plan (the GIS page includes drawing and measuring tools). The plan should include the animal-keeping structure, fencing, and show distances from all abutters to the animal keeping structure location, including those directly opposite on a public or private way. Note: Illegible sketches will not be accepted.
 - Note: **most** applicants can create their plan using the GIS tools. **All structures will require a building permit.** Site plans for barns or large structures cannot be created using GIS and need a certified plot plan. Other structures may also require one depending on the proposed location. If you have a question about using the GIS tools or about the animal-keeping structure, please contact the Health Department staff.
4. Determine if you need a variance from the BoH Regulations.
5. Submit the completed **Animal Keeping permit application along with the fee, plan, and list of any variances** needed from the regulations to the Health Department. **Staff will then review the submittal and advise you within 10 days for next steps. Incomplete applications will not be reviewed until all documents are received.**
6. Next steps
 - Schedule a **date for a site inspection with Health department staff**
health@wayland.ma.us
 - Verify with staff which sample letter you will use:
 - **Letter 1, Sample Abutter Letter-staff approval”**
 - **-OR-**
 - **Letter 2 “Sample Abutter Letter-BoH approval”**,
Next draft your **own** letter to abutters and send the letters by certified mail, return receipt requested.
 - Provide a copy of the list of abutters, letter to abutters, and the signed green cards (certified mail/return receipt) to the Health Department for staff review.
 - **If you used letter 2, you will need to verify with staff when the next BoH meeting will be held where your permit application can be included on the agenda for a hearing.**
- Once you have obtained approval, you will receive a permit and the permit will need to be renewed annually, which involves a renewal application form and a fee (permit effective dates are from 7/1 to 6/30).