

NEW APPLICANTS

Animal Keeping Permit-application to do list

- Review the Board of Health Animal Keeping Regulations on the Health Department website.
- **Contact the Health Dept staff to find out when the next Board meeting will be held where your permit application can be included on the agenda for a hearing. Note: you must get verification of this date before proceeding with the process.**
- Please note that all NEW applicants must go through the hearing process with the Board of Health for your initial permit only. Once you have approval from the Board of Health, each year you will only need to renew your permit which involves a form and a fee (permits effective dates are from 7/1 to 6/30).
- Using the Wayland GIS page on the town website identify abutters of your property and distances to the location of the proposed animal shelter.
- Determine if you need any variances from the Board of Health Animal Keeping Regulations. If you have variances and you have questions, reach out to the Health Department staff.
- Using the Wayland GIS page on the town website, create a plan (the GIS page includes drawing and measuring tools); show the planned animal keeping structure and measure and draw distances from the identified abutting dwellings to the animal keeping structure. Note: most applications for small chicken coops can create their plan using the GIS tools, however, if you are building a structure such as a barn or other type of animal keeping structures then you will likely need to have a plot plan done. If you have a question about the animal keeping structure, please ask the Health Department staff. We can provide further information on the approval process.
- Using the sample letter to abutters craft your own letter to abutters and send the letters certified mail return receipt at least 10 business days before the Board of Health hearing (Note: before you send the letters you must obtain a verified date from the Health Department staff). Craft the same letter addressed to the Board of Health.
- Complete the Animal Keeping application and submit to the Health Department along with the fee. Provide copies via email to the Health Department of the letters to abutters, the letter to the Board, and the plan showing the location of the animal structure and fencing.
- Provide the original signed green cards and a copy of the plan to the Health Department.
- Attend the Board of Health meeting on the specified date.