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## Animal Permit Application Checklist

**Submittal Requirements.** The following information is required for a complete application. Please review this checklist with Planning Division staff to confirm specific requirements and determine if other applications are required.

All plans below shall be fully dimensioned and drawn to scale. **Three (3) sets of plans no smaller than 11" x 17"** are required for all applications. All **plans shall be folded** in halves to 8-1/2" x 11" (approximately) and submitted **in collated sets**.

- APPLICATION FORM.** Include signature and contact information of the legal property owner, applicant or authorized agent.
  
- FILING FEE\*\*.** (See Fees and Charges Resolution for current year.)
  
- WRITTEN STATEMENT.** Describe in detail the number of animals, type of animal shelter or enclosure, and distance of the animal shelter from any residence. Describe in detail the means by which the animal will be cared for and maintained. In particular, by which the following requirements will be met:
  - Clean up and disposal of manure in a fly-proof container.
  - Maintenance of area in a dust-free conditions.
  
- SITE PLAN.** Dimensioned site plan to scale, 1 in. = 20 feet or larger. Full size plans shall be 24" x 36", folded to approximately 8.5" x 11". Reduced plans shall be 11" x 17", folded to 8 1/2 x 11. Plans shall include the following:
  - Vicinity map showing cross major streets, north arrow and graphic scale.
  - Dimensions of all property lines and site area in sq. ft., location and dimensions of all existing and proposed structures, decks, porches, accessory structures, fences, walls, etc.
  - Dimensions of all setbacks from property lines and between structures.
  - Location of streets with center lines and edge of right of way shown as well as curbs, gutters, sidewalks, parking areas, driveways, medians and landscaped strips. Street names should be shown along with any proposed right-of-way dedication.
  - Location of water troughs, tack rooms, box stalls, corral, etc., for use in maintaining the animal(s).

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**\*\* The City adjusts all fees and charges on an annual basis in accordance with the San Francisco-San Jose-Oakland Area Consumer Price Index, actual hourly rates for work performed by City employees, and the Construction Cost Index for the San Francisco Bay Area published in the most current edition of the Engineering News Record. The new fees are adopted following a public hearing and incorporated in the Master Fees and Charges Resolution July 1 of every year. Persons interested in how a particular fee is adjusted should contact the City department that administers the fee or the Finance Department.**

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- Show the development of surrounding property within 75 feet of the perimeter of the subject parcel. Document that no adjacent residences are closer than 50 feet to where the animal will be located.
  
- PHOTOS.** Several photographs of the project site and adjacent development. It is helpful to produce a panorama or streetscape of the site and surrounding properties by joining several photos.

**FOR STAFF USE ONLY**

PROJECT REFERENCE \_\_\_\_\_

PLANNER \_\_\_\_\_ DATE \_\_\_\_\_