

KENNEL LICENSING INSTRUCTION SHEET

- 1) **Complete** kennel licensing application. Failure to complete all sections of the application may result in a delayed in the processing of your application;

- 2) Visit the Gallatin County Clerk and Recorder to acquire your adjoining list of property owners and addresses within 200 feet of the proposed kennel. The staff in the Clerk and Recorder's office will be happy to assist you;

- 3) Assemble your address list of adjoining (within 200 feet of the proposed kennel) and attach to the **COMPLETED AND SIGNED CERTIFICATE OF ADJOINING PROPERTY OWNERS LIST**;

- 4) Complete one notice letter for each property within 200 feet of the proposed kennel;

- 5) Address one envelope for each property address on your adjoining list (no postage required);

- 6) **COMPLETE AND SIGN** the **KENNEL LICENSING REQUIREMENTS COMPLIANCE CERTIFICATE**; and

- 7) **Return all the completed material (completed application, adjoining list, completed notice letters, addressed envelopes, completed adjoining certificate, completed compliance certificate) and the \$50 application fee to the Finance Department in City Hall (121 N. Rouse).**

Useful Addresses and Phone Numbers:

Animal Control Officer
582-2249

City of Bozeman Police Department non-emergency line –582-2000

City of Bozeman Finance Department – 582-2327
City Hall, 121 North Rouse

Gallatin County Clerk and Recorder – 582-3050

311 West Main Street, Room 203