

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

KENNEL LICENSE APPLICATION

City of Bozeman, 121 N. Rouse, P.O. Box 1230, Bozeman, MT 59771-1230

Telephone (406) 582-2327

License Fee: _____

New _____ Change _____ Renewal _____

Name: _____
(Last) (First) (M. I.)

Street Address: _____
(Address) (City) (State) (Zip)

Mailing Address: _____
(Address) (City) (State) (Zip)

Home Telephone: _____ Work Telephone: _____

Cellular Telephone: _____

Statement of Purpose: _____
(i.e. household pets, breeding, sale, sporting purposes, boarding etc.)

Total number of animals: _____

Type of Animal: _____ Breed of Animal: _____

Type of Animal: _____ Breed of Animal: _____

Type of Animal: _____ Breed of Animal: _____

Type of Animal: _____ Breed of Animal: _____

Square Footage of Kennel Area: _____

- * A kennel license shall authorize periodic inspections by the animal control officer to insure compliance with the code and insure the health and welfare of the animals.
- * Kennel licenses shall be for a designated purpose, and a specific number and type of animals.
- * Licenses shall not be transferable from one person to another person or place.
- * Notice of the application shall be provided to all owners of property within two hundred feet of the site in question.
- * Decisions made to authorize or deny a kennel license may be appealed to the City Commission by the applicant or resident living within two hundred feet of the site in question.
- * A license holder shall notify the animal control officer of any change in his or her operations which may affect his or her license.
- * Each animal will have current proof of rabies vaccination and current city license prior to issuance of kennel license.
- * The license shall expire on December 31st of the application calendar year and must be renewed annually.

I have fully read and understand the foregoing requirements, and by signing this application, I agree to fully comply with each of these requirements and waive any objection I may have. I further understand that should I fail to fully comply, my kennel license may be revoked or suspended.

Signature: _____ Date: _____

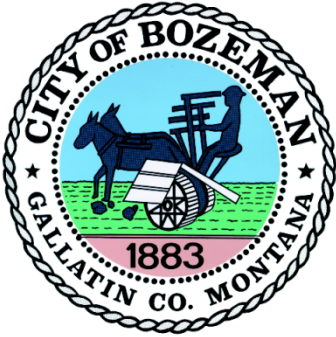


KENNEL LICENSE APPLICATION
CERTIFICATE OF ADJOINING PROPERTY OWNERS LIST

I [**PLEASE PRINT YOUR NAME**], _____,
hereby certify that, to the best of my knowledge, the attached name and address list of
all adjoining property owners (including all individual condominium owners) within
200 feet of the property located at _____, is
a true and accurate name and address list from the last completed Gallatin County
assessment list. **I further understand that an inaccurate list may delay review of
the project.**

Signature

Date



KENNEL LICENSE APPLICATION

NOTICE TO ADJOINING RESIDENTS AND

PROPERTY OWNERS

Residence located at: _____

Applicant Name: _____

Date: _____, 20____

Name of Adjoining Resident: _____

Address of Adjoining Resident: _____

Bozeman City Ordinance 1754 allows initial decisions for a Kennel License to be done by a designated official of the Bozeman Police Department. A Kennel License is required for any resident of Bozeman that has three or more of either dogs or cats. A Kennel License will only be granted if conditions such as adequate size, impact on nearby residents and proper ability to care for the animals are satisfied. In the event either the applicant, or a neighbor, disagrees with the decision of this official, a hearing may be requested in front of the Bozeman City Commission, at a later date.

In order to assure the inspecting official has all information to make a decision regarding this application, all residents living within 200 feet of this proposed location must be allowed to give input. Your input is welcome, regardless of whether you are in support of, or against, allowing this application to be granted.

Prior to this decision, you are invited to submit public comment on this application (or attached statement) via U.S. Mail care of the Bozeman Police Department, Animal Control Division, P.O. Box 1230, Bozeman, MT 59771, in person at Bozeman City Hall, 121 North Rouse Avenue or via e-mail at policecomments@bozeman.net.

Signature of person completing this form: _____

KENNEL LICENSING REQUIREMENTS COMPLIANCE CERTIFICATE

On January 26, 2009 the Bozeman City Commission adopted revisions to Section 6.04.050, revisions to the kennel licensing requirements as part of the Bozeman Municipal Code. The revised section regarding kennel licensing procedures and notification contains the following requirement: Section 6.04.050 B. 3, Kennel Licensing Procedure:

3. New kennel licenses shall only be issued after the Director of Public Safety - Police, or their designee, after appropriate inspection of the applicant's proposed kennel and other appropriate investigation, approves the application. In addition, written notice of a pending kennel license application shall be provided by the applicant to all owners of real property within two hundred feet of the site in question, including the property owner if the site in question is not owned by the applicant, within fifteen (15) days of the application date and prior to final application approval by the Director of Public Safety - Police, or their designee. The notice(s), on forms provided by the city, shall specify the name and address of the applicant, the name and address of the owner of record of the property, a brief statement of the nature of the kennel license application, including the number and type of cats or dogs proposed in the application and reference to the procedures described herein. Additionally, the Applicant shall provide notice to the City Liaison: staff liaison to the InterNeighborhood Council and neighborhood associations. **Applicant's failure to properly complete and deliver all notice forms may constitute cause to deny the application or revoke the kennel license.**

I **[PLEASE PRINT YOUR NAME]**, _____, hereby certify that I have delivered via certified mail, email, facsimile transmission or hand delivery written notice(s), as described above and a completed kennel license application upon which the address for the site of the proposed kennel is listed as _____ in compliance with Section 6.04.050 of the Bozeman Municipal Code. **I further understand that failure to comply will result in this application being deemed incomplete and may result in a delay in the review or approval of this application.**

Signature

Date