



# CITY OF CHANHASSEN

Kennel Permit  
Commercial  
\$25 Fee

Per [City Code Section 5-18](#), an annual permit is required to maintain a kennel.

## Section 1: Applicant and Owner Information

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Kennel Address: \_\_\_\_\_  
*Street City State Zip*

Phone: (\_\_\_\_) \_\_\_\_\_ Alternate Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

State Tax ID Number: \_\_\_\_\_

## Section 2: Kennel Information

Legal description of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the animals are confined: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of animals permitted by the city: \_\_\_\_\_

## Section 3: Contact Information

Provide the names, phone numbers and addresses of those persons who will be from time to time designated as a contact person as required for a commercial kennel:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone: (\_\_\_\_) \_\_\_\_\_

**Section 4: References**

Provide the names, residences and addresses of two persons, residents of Carver or Hennepin Counties, who are familiar with the applicant's, the manager's or operator's character:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip*

Phone: (\_\_\_\_\_) \_\_\_\_\_

**Section 5: Criminal History**

Has the applicant, manager or operator ever been convicted of a crime or offense other than a traffic offense? If so, please provide information as to the time, place, and nature of such crime or offense.

Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Section 7: Corporations or Partnerships**

If the application is made on behalf of a corporation or a partnership, it shall be accompanied by appropriate business records showing the names and addresses of all individuals having an interest in the business and, in the case of a corporation, the names and addresses of the officers and shareholders. Applicants shall furnish to the City with their application, documents establishing the applicant's interest in the premises on which the business will be located. Documentation shall be in the form of a lease, a deed, a contract for deed or any other document which establishes the applicant's interest.

**Section 8: Notice**

I have familiarized myself with the [Chanhassen City Code Chapter 5-18 \(Kennel License\)](#) pertaining to the kenneling of dogs and cats and subsequent ordinance amendments pertaining thereto, and will abide by the provisions contained therein.

I hereby consent to inspection of the premises as provide by Chanhassen City Code Chapter 5-18.2. All facts set forth in this application are true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

STATE OF MINNESOTA )  
( ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

A separate license shall be obtained for each place of business. The licensee shall display the license in a prominent place in the licensed business at all times. Licenses shall expire on December 31 following the issuance of the license. Applications to renew an existing license must be submitted by December 1.

Complete and submit form with required attachments to: City of Chanhassen  
Attn: DeeAnn Triethart  
7700 Market Boulevard  
P.O. Box 147  
Chanhassen, MN 55317

*For office use only*

Date Received: \_\_\_\_\_

\$25 Fee Paid: \_\_\_\_\_  Check  Credit Card  Cash

CC to CSO: \_\_\_\_\_

Sent to Villager: \_\_\_\_\_

Permit Number: \_\_\_\_\_

I hereby certify that I have inspected the above premises and find it to be in compliance with the ordinance.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

CHANHASSEN CITY CODE  
CHAPTER 5 – ANIMALS AND FOWL  
ARTICLE II. – DOGS AND CATS  
DIVISION 1. GENERALLY**Sec. 5-18. - Kennel license.**

(a) *License required.* No person shall maintain a private or commercial kennel in the city without a license. No license shall be required for a private kennel consisting of cats, if the kennel is located on a tract or parcel of land being used for agriculture as that term is defined in the zoning ordinance, and if the cats are kept for rodent control purposes incident to the agricultural use of the tract or parcel of land.

(b) *License; application.* Application for a kennel license shall be made on forms provided by the city manager. The application shall contain:

- (1) A description of the property to be used;
- (2) The names and addresses of the owner, lessee, if any, and the operator or manager;
- (3) The names, residences and addresses of two persons, residents of Carver or Hennepin Counties, who are familiar with the applicant's, the manager's or operator's character;
- (4) Whether the applicant, manager or operator has ever been convicted of a crime or offense other than a traffic offense and, if so, information as to the time, place, and nature of such crime or offense; and
- (5) The names, phone numbers and addresses of those persons who will be from time to time designated as a contact person as required by subsection [5-18.2\(b\)](#).
- (6) Such other information as may be required by the city manager.

If the application is made on behalf of a corporation or a partnership, it shall be accompanied by appropriate business records showing the names and addresses of all individuals having an interest in the business and, in the case of a corporation, the names and addresses of the officers and shareholders. Applicants shall furnish to the city with their application, documents establishing the applicant's interest in the premises on which the business will be located. Documentation shall be in the form of a lease, a deed, a contract for deed or any other document which establishes the applicant's interest. Applications shall be signed and sworn to. If the application is by a natural person, it shall be signed and sworn to by such person; if by a partnership, by one of the partners; and if by an unincorporated association, by the manager or managing officer thereof.

(c) *License fees and license year.* The application and license fee shall be as established in [chapter 4](#) of this Code. The application, investigation, and license fees shall be paid when the application is filed. A separate license shall be obtained for each place of business. The licensee shall display the license in a prominent place in the licensed business at all times. Licenses shall expire on the December 31 following the issuance of the license. Applications to renew an existing license must be submitted by December 1.

(d) *Granting or denial of licenses.* License applications shall be reviewed by such departments as the city manager shall direct. The review shall include an inspection of the premises covered by the application to determine whether the premises conform to all requirements of this Code. Licenses shall be granted or denied by the city manager subject to the provisions of this chapter. The city manager shall approve the license if the provisions of the Code are met or deny the license if they are not met.

(e) *Revocation, suspension and renewal of license.* The license may be revoked, suspended or not renewed by the city manager upon a showing that the licensee, its owner, manager, employee or agent has engaged in:

- (1) Fraud, deception or misrepresentation in connection with the securing or retaining the license.
- (2) Any conduct which would constitute grounds for refusal to issue a license under this chapter.
- (3) Any conduct constituting a violation of any of the rules and regulations provided for under this chapter.
- (4) Any conduct constituting a violation of any provision of a conditional use permit or other zoning restriction.
- (5) Any conduct constituting a nuisance.

(f) *Appeal.* The licensee may appeal a denial, suspension, revocation or nonrenewal to the city council. The licensee must file with the city clerk a notice of appeal within ten days of a revocation, suspension or nonrenewal. The council shall consider the appeal at a regularly or specially scheduled council meeting on or after 15 days from service of the notice of appeal upon the city clerk by the licensee. Hearing on the appeal shall be open to the public and the licensee shall have the right to appear and be represented by legal counsel and to offer evidence in behalf of licensure. At the conclusion of the hearing, or as soon thereafter as practicable, the council may order:

- (1) The revocation, suspension or nonrenewal of the license.
- (2) The revocation, suspension or nonrenewal by the city manager be lifted and the license be returned to the licensee.
- (3) Additional terms, conditions and stipulations to be imposed on the licensee to mitigate problems.

(Ord. No. 24-C, §§ 20.01, 20.02, 7-12-76; Ord. No. 350, § 2, 11-24-03; Ord. No. 374, § 1, 4-26-04)

**Cross reference**— Licenses, permits and miscellaneous business regulations, [Ch. 10](#).

**Sec. 5-18.1. - Conditions of license.**

- (a) No license shall be issued if the applicants have been convicted of any offense involving cruelty to animals, the operation of kennels, or animal related nuisances.
- (b) No licenses shall be issued to applicants who have, within one year prior to the date of application, been denied licensure or who have, within such period, had a same or similar license revoked.
- (c) No licenses shall be issued to applicants who have failed to provide all of the information requested in the application, to pay the full license fee, or to cooperate with the city in review of the application.
- (d) Licenses shall not be issued if the facilities or property fails to meet any provision in a conditional use permit or other zoning restriction.  
(Ord. No. 247, § 5, 3-11-96; Ord. No. 374, § 1, 4-26-04)

**Editor's note**— Section 5 of Ord. No. 247, adopted Mar. 11, 1996, amended the Code by adding [§ 5-22](#). In order to keep like provisions together, such new provisions were included as [§ 5-18.1](#) at the discretion of the editor.

**Sec. 5-18.2. - Rules and regulations.**

- (a) All licensed kennels must operate according to the following rules and regulations.
- (1) The licensee shall permit and allow the inspection of the premises during business hours by all appropriate city employees.
  - (2) Land upon which dogs are to be sheltered must be surrounded by a sturdy fence which will keep dogs confined.
  - (3) Housing and shelter must be provided which will keep animals comfortable and protected from the elements, and housing or shelter shall be so located as not to create a nuisance.
  - (4) Accumulations of feces shall be located at least 200 feet from any well.
  - (5) All accumulations of feces shall be removed at such periods as will ensure that no leaching or objectionable odors exist, and the premises shall not be allowed to become unsightly.
  - (6) All dogs and cats shall be housed indoors overnight (from 10:00 p.m. to 6:00 a.m.).
  - (7) The following regulations apply to the site's animal quarters:
    - a. Indoor housing facilities must be structurally sound with ample heat, light, and ventilation.
    - b. Animals kept outside must have continual access so animals can get in and out to shelter and protect them from sun, rain, and snow.
    - c. If animals are confined by chains, such chains must be attached so as not to become entangled with chains of other dogs.
    - d. Individual animal enclosures must be of a size to allow each dog to turn around fully, stand, sit and lie in a comfortable condition.
    - e. The temperature of indoor housing facilities shall not be less than 50 degrees Fahrenheit for dogs not accustomed to lower temperatures.
  - (8) Disposal facilities are provided to minimize virus infestation, odors and disease hazards.
  - (9) Adequate storage and refrigeration is provided to protect food supplies against contamination and deterioration.
- (b) In addition to the requirements of subsection [5-18.2\(a\)](#), commercial kennels shall also operate according to the following rules and regulations:
- (1) The licensed facility must at all times have a designated contact person available. The designated contact person must be available to correct and mitigate violations of this chapter and the Code whenever they occur. The licensee shall notify the sheriff's office in writing of the designated contact person along with contact information. The licensee shall notify the sheriff's office in writing of any change in the contact person.
  - (2) Housing enclosures for dogs and cats shall be at least 200 feet from any neighboring residential structure used for human habitation.
  - (3) No commercial kennel permit shall be issued for a lot of less than one acre.
  - (4) All dogs and cats shall be housed indoors when the commercial kennel employee(s) is not present at the subject property.
  - (5) Facility employees shall ensure that dogs are not allowed to create noise in violation of the City Code. When a citizen complaint is received, facility employees must make affirmative steps to reduce animal noise including but not limited to bringing dogs to indoor areas.
  - (6) Outdoor exercise (dog runs) confinement areas shall be screened and buffered. Such screening and buffering may be accomplished by using berms, fencing, a green belt planting strip (evergreens), or natural topography.

(Ord. No. 374, § 2, 4-26-04)