



## EXOTIC ANIMAL PERMIT

An Exotic Animal Permit is required to keep wild animals, which are defined as any wild, exotic, dangerous or non-domestic animal, including but not limited to mammals, fowl, fish or reptiles, or other domestic animals not specifically permitted in the Development Code.

If you are uncertain whether you need an Exotic Animal Permit, please contact the City's Planning staff.

The City's criteria in reviewing a request for an Exotic Animal Permit are the following:

- The proposed site is adequate in size and shape to accommodate the proposed use and that the proposed use is an appropriate use of the site.
- The proposed request will not be detrimental to the public health, safety and welfare or to the use, enjoyment, or valuation of property in the area.

In explaining why your proposal for an Exotic Animal Permit should be approved, you should direct your response specifically to these three points of concern.

When you are ready to file the application, please make sure that the entire form is completed and that you have all the required materials. This will allow us to process your application without unnecessary delay.

These are the materials you must submit:

- A completed Exotic Animal Permit Application that is signed by the owner of the property in which the animals will be kept.
- A processing filing fee<sup>1</sup> payable to the City.
- Three copies of a site plan, drawn to scale, which indicates all existing structures, and the location and dimensions of any structures or fences, which will be used for the keeping of animals.
- All plans must be assembled in complete sets and folded no larger than 9 1/2" x 14". If so desired by the applicant, only one copy of the site plan, elevation drawing and floor plan may be submitted as part of the initial application package. Once it is determined by the Director that the submitted plans contain all the necessary information described in this application, then the appropriate number of plans (3 copies) will be requested from the applicant.
- Two (2) copies of a "vicinity map", prepared to scale, which shows all neighboring properties within a 500 foot radius of the subject property (applicant). The "Vicinity Map" must be prepared exactly as described in the attached instruction sheet.

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<sup>1</sup> Please refer to the City's [Master Schedule of Fees](#) for Planning Division application fees.

- Two (2) sets of self-adhesive mailing labels and one (1) photocopy of the labels which list the property owner of every parcel which falls within a 500 foot radius of the subject property (applicant). The name and address of every property owner (including applicant) and the local Homeowners' Association, if any, must be typed on 8 1/2" x 11" sheets of self-adhesive labels. The mailing labels must be keyed to the corresponding lots, as shown on the vicinity map described above. The property owners mailing list must be prepared exactly as described in the attached instruction sheet. If the property owners mailing list is not prepared by a Title Company or other professional mailing preparation service, the applicant must sign and submit the attached "Certificate of Property Owners Mailing List" form.

Please reference Section 17.76.110 of City's Development Code if you have any questions regarding this permit.

➤ Important ◀

- Notice: CC&R's are private restrictions or agreements. Therefore the City is not responsible for a property owner's compliance with any CC&R's that may govern their property and the City does not enforce private CC&R's. The City recommends that property owners review their title report to see if any CC&R's govern their property, and if so, consult such CC&R's prior to submittal of their application. Additionally, property owners should review their title report for any other private property restrictions (Deed Restriction, Private Easement, etc.) that may govern their property.



## Community Development Department

**APPLICANT:**

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(Name)

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(Address)

Telephone:

E-mail \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot and Tract Nos.: \_\_\_\_\_

## **LANDOWNER:**

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(Name)

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(Address)

Telephone:

E-mail \_\_\_\_\_

1. Describe the nature of your request:

Size of Property: \_\_\_\_\_

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2. Explain why your request should be approved. Be specific.

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3. Identify the type and number of wild or large domestic animals you wish to keep:

### Type

### Quantity

### Type

### Quantity

4. Size of structures and enclosures in which animals are to be kept:

Total square footage of structures: \_\_\_\_\_

Dimensions and square footage of enclosures: \_\_\_\_\_

AND

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Landowner

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff

Date Accepted: \_\_\_\_\_