



# City of Hartsville Application to keep domesticated hens

**Return completed application to:**

City of Hartsville Animal Control  
111 S. Seventh St., Hartsville, SC 29550  
Phone: 843.383.3025

City of Hartsville Code Sec. 6-26(D) allows residents to keep a small number of hens at their residential properties in the City within several guidelines. The ordinance requires that **the property is a single-family dwelling**, the property owner keeps **no more than four female chickens with no roosters**, the property owner **does not slaughter hens on premises, and does not raise hens commercially or sell eggs** laid by chickens kept on the property. Additional requirements are found in this application's checklist.

The property owner must complete an application for a permit to keep hens, renewable annually, with an application fee of \$10, which meets all the guidelines given below and which includes written permission from abutting property owners. Please fill out this form and return it to City of Hartsville Animal Control, including the checklist on Page 2, and obtain signatures from neighboring property owners on Page 3, as well as the signature of the property's landlord, if applicable, on Page 4. The annual application fee is \$10, with checks payable to the City of Hartsville. For questions, please call 843.383.3025.

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Address where chickens will be kept: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone : \_\_\_\_\_ Email address: \_\_\_\_\_

- I have attached a **check for the application fee of \$10**, payable to the City of Hartsville
- I am requesting this permit in order to create a new flock
- Renewal application with no changes in flock
- Renewal application with changes listed below:

Number of hens (maximum of four, roosters are not allowed): \_\_\_\_\_

1. Age: \_\_\_\_\_ Color: \_\_\_\_\_
2. Age: \_\_\_\_\_ Color: \_\_\_\_\_
3. Age: \_\_\_\_\_ Color: \_\_\_\_\_
4. Age: \_\_\_\_\_ Color: \_\_\_\_\_

## Checklist

Please verify the following requirements by checking each box.

### General

- The hens will be kept at a single-family dwelling (multi-family dwellings do not qualify).
- All chickens are female (Roosters are not allowed).
- There will be no more than four hens.
- Hens will be kept in the rear of the property, screened from property lines by shrubbery or property fences.

### Chicken Coop

- The coop is located at least 5 feet from the property line and at least 50 feet from the nearest residence other than the owner.  
Distance from property line: \_\_\_\_\_ Distance from nearest neighboring house: \_\_\_\_\_
- The coop is completely enclosed.
- The coop is uniformly built of a sturdy material and provides protection from the elements and predators.
- The coop is properly ventilated.
- The coop's floor is raised at least 18 inches off the ground.
- The coop has a floor space of at least two square feet for each hen over four months of age.

### Chicken Pen

- The pen is completely enclosed.
- The pen fence is sufficient to prevent predators from entering or hens escaping.
- For hen over four months of age, the chicken pen has at least 9 square feet for one bird, 12 square feet for two birds, 16 square feet for three birds and 20 for four birds.
- The pen and coop together are not more than 100 square feet.
- The pen is well-drained to prevent accumulation of excrement, and will be regularly cleaned of droppings to reduce odors and keep from attracting flies.

## Written permission from abutting property owners

For initial applications, applicants must obtain written permission from all owners of property which adjoins the residential property on which hens will be kept. Please use the space below, as well as additional pages if needed.

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, whose property abuts my own, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, whose property abuts my own, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, whose property abuts my own, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, whose property abuts my own, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, whose property abuts my own, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

## Landlord's signature (if applicable)

I [please print name], \_\_\_\_\_, hereby give permission to the applicant on this form, who rents the property at [give address] \_\_\_\_\_, owned by me, to keep hens on his or her property in a manner consistent with the regulations found in City of Hartsville Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by Notary: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant signature

I [please print name], \_\_\_\_\_, hereby certify that all information provided in this application is true and correct to the best of my knowledge. The flock of hens and facilities on my property are consistent with City of Hartsville Code, and I have obtained written permission from all abutting property owners to keep these chickens.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office use only

Date received: \_\_\_\_\_ Date inspected by Animal Control: \_\_\_\_\_

Date approved: \_\_\_\_\_