



CITY OF BATTLE CREEK

COMMUNITY SERVICES DEPARTMENT - PLANNING AND ZONING

ONE PAGER PLUS

Duck License

How to apply for a Duck License

1. Read through this document to identify the requirements and restrictions on accessory structures relevant to the specific project.
2. Contact the Planning and Zoning Division at 269-966-3320 to see if there are any available licenses for keeping hens. The City of Battle Creek grants a maximum of 25 duck licenses at one time.
3. On the [Applications and Petitions](#) page of the City of Battle Creek's website, download and complete the Duck License Application Form.
4. Click the "[Online Application for a Duck License](#)" link to navigate to the online duck license application.
5. Search for the address of the project by number and street name.
6. Click the correct line for the address of the project.
7. Follow the prompts, then submit when done. If more assistance is needed, please refer to the end of this document and follow the steps in the section "Ready to Apply?".
8. A link will be sent to the email entered during the application process when the web request is processed by City staff.

What is needed to apply for a Duck License?

- Fence Permit for the required enclosure.
- Accessory Structure Permit for the required coop.
- A sketch of the property showing the proposed location of the coop.
- Specifications for the coop.

Note: You may contact the Planning and Zoning Division to obtain an aerial view of the subject lot to assist in showing the location of the proposed accessory structure.

General Requirements

Urban livestock is permitted on single and two-family residential parcels when accessory to a permitted residential use. The owner of the hens must reside on the same parcel that the hens are being kept. The hens must be kept in an enclosure and coop. Given these requirements, hens are generally kept in a side or rear yard.

The enclosure must provide at least 25 sq. ft. of space for each hen kept there. It must be located at least 20' from all adjacent property lines and 40' from residential structures located on adjacent properties. Hens may roam outside of the coop and fenced enclosure if within a fully fenced rear yard of the premises housing the hens and supervised by an adult.

There must be covered, well-ventilated, predator-proof coop within the enclosure that provides at least 2 sq. ft. per hen, nesting boxes for each three hens, 12 inches of roost per hen, and provides access to the outdoor portion of the enclosure. The coop shall not exceed 8' in height. Drakes are expressly prohibited, regardless of the age or maturity of the bird.

The property owner/contractor is responsible for making sure that the subject improvement is located within the property line and not the right-of-way or on an abutting property. An approval of a permit application by a City employee and the installation of the subject improvement does not negate this obligation.

The only way to be completely certain of the location of property lines is to have a property survey done by a licensed surveyor. If the accessory structure is being built near to a property line, it is recommended that the applicant hire a surveyor to verify the location of property lines and setbacks from those property lines.

Required Permits

Constructing the enclosure and coop for keeping hens pursuant to the Urban Livestock Ordinance (608.30) will require a fence permit and accessory structure permit. Keeping hens will also require a duck license.

If the property where the hens will be located is in a Historic District, a [Certificate of Appropriateness](#) will also be required. This application goes through the [Historic District Commission](#) and is needed to ensure that any work being done will be compatible with the existing neighborhood, that any existing historical feature is preserved to the best of the applicant's ability, and that any work being done during the project will not damage existing historic features on the property. A letter of approval from the Historic District Commission is required with the submission of an accessory structure permit for projects located in a Historic District.

To check if the property is in one of the City's local historic districts, please enter the address of the property into the map at the following link: [Historic Districts Map](#). If there are further questions about the property, please contact the Planning and Zoning Division at 269-966-3320.

Questions?

For the requirements for fence construction, please read our fences OPP and [Section 1260.02](#) of the Zoning Ordinance. For the requirements for accessory structure construction, please read our accessory structures OPP and [Section 1260.01](#) of the Zoning Ordinance. For other questions related to hen licenses, please read [Section 608.30](#) "Urban Livestock" of the Zoning Ordinance. For other questions, please contact the Planning and Zoning Division directly at 269-966-3320.

Ready to Apply?

Duck licenses are applied for online through BS&A. Follow this link to begin the permitting process: [Duck License](#). See below for a step-by-step walkthrough of how to complete the application.

1. Please contact Planning and Zoning staff at 269-966-3320 to confirm that there are available duck licenses, as the City has a maximum of 25 licenses available.
2. On the [Applications & Petitions](#) page of the City of Battle Creek's website, download and complete the Duck License Application Form.

Duck License

- [Duck License One Pager Plus](#)
- [Duck License Application Form](#)
- [Online Application for a Duck License](#)

3. Type in the number and street address of the project into the “Search For:” field. Press the “Search” button.

Property Search

Search By:

Search For:

4. Select the correct address from the list that appears. Click “Next”.

Owner Name	Address	Parcel Number
REEVES,LESTER R	14 FONDA AVE, BATTLE CREEK, MI 49014-4210	9030-00-017-0

Displaying items 1 - 1 of 1

5. Under “What type of permit are you applying for?”, select “Zoning” from the drop-down list. Under “Is this Project Residential or Commercial”, select “1 & 2 Family” from the drop-down list.

★ What type of permit are you applying for?

★ Is this Project Residential or Commercial?

6. As the fields appear, answer them as appropriate for the project. When prompted for what type of Residential Urban Livestock category, select “Duck”.

Res Urban Livestock Permit Type selected. [Click Here](#) to select a different Permit Type.

★ Enter the category for which you wish to apply:

7. On the same page, describe the work in detail in the box provided. When finished, click “Next”.

 Please describe the work to be done in detail:

Constructing a coop and enclosure for 4 duck hens in my side yard. The coop will be heated with electric heaters in the winter and 20 square feet.

8. Verify that the information on the screen matches yours. If so, click the checkbox to certify that you are the homeowner and can apply for the permit. Please update the contact information with a phone number and email that are checked regularly. Click “Next”.

If the information below is incorrect, please contact the municipality to resolve the issue.

Name: REEVES,LESTER R

Address: No Data to Display

 I certify that I am the owner of the property listed above.

Contact Information

 Name: REEVES,LESTER R

 Phone Number: (269) 966-3382

 Email Address: adsulak@battlecreekmi.gov

 Confirm Email: adsulak@battlecreekmi.gov

Homeowner Phone Number:

Homeowner Email:

9. Select “Duck Permit Application Fee” from the list of available fees by clicking the “Add” button. Click “OK” on the pop-up to select 1 fee for a single application. Click “Next”.

Available Fees

Fee Description	Category	Add
Duck Permit Application Fee	Standard Item	Add
Hen Permit Application Fee	Residential	Add
Honey Bee Permit App - No Fee	Standard Item	Add
Quail Permit Application Fee	Standard Item	Add

Selected Fees

Fee Description	Fee	Quantity	Remove
Duck Permit Application Fee	\$20.00	1.00	<input type="button" value="Remove"/>
No additional fees found.			
Total Estimated Fees:		\$20.00	

10. Attach a completed application (which can be found [here](#)) and the required site plan showing the enclosure and coop as discussed in this guide and the application. Click “Next”.

Attach Documents

Document Title	Status	Description	File Name		
Application	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>
Endlosure Information	Optional			<input checked="" type="checkbox"/>	<input type="button" value="Attach File"/>

11. Review the information and disclaimers. Accept any disclaimers after reviewing them by clicking the checkbox. Click "Submit".

Disclaimer	Accept
The property owner/contractor is responsible for making sure that the subject improvement is located within the property line and not the right-of-way or on an abutting property. An approval of a permit application and the installation of the subject improvement by a City employee does not negate this obligation.	<input checked="" type="checkbox"/>

Accepted By: REEVES,LESTER R

12. After the application intake has been completed by the Administrative Assistant, payment will be made available.

