



## CASTLE SHANNON BOROUGH

3310 McRoberts Road  
Pittsburgh, PA 15234  
412-885-9200 www.csboro.org

### KEEPING OF CHICKENS AND/OR BEES – PERMIT CHECKLIST

#### Introduction

This checklist is provided as a convenience to the permit applicant and is not intended to convey the full intent and requirements in the Borough's code of ordinances regarding the keeping and maintenance of chickens (see Ordinance 926). Permit applicants and subsequent permit holders are responsible for complying in full with the codes as it relates to the keeping and maintenance of chickens and/or bees and in complying with the zoning and other sections of the code that may apply including, but not limited to, compliance with all items included in Ordinance 926:

- No Chicken Breeding, Sales or Commercial Fertilizer Production
- Acceptable Enclosures
- Odor or Noise Impacts
- Predators, Rodents, Insects and Parasites
- Feed and Water
- Waste Storage and Removal
- Chickens at Large
- Unlawful Acts
- Nuisances
- Apiaries must Register with the PA Dept. of Agriculture

#### Permit Application Requirements

Applicants must submit this checklist fully completed with their application. Failure to comply with **ALL** of the items shown is sufficient reason to deny the application. Failure to maintain required certification once the permit is obtained will result in a violation.

Tract of land permitted contains only a single-family dwelling.

Applicant understands and agrees to the following requirements related to keeping and maintenance of chickens and/or bees:

Applicant **WILL NOT** engage in chicken breeding, sales or fertilizer production for commercial purposes.

Roosters are **NOT** permitted in the Borough.

Maximum number of hens and/or beehives are based on property size as follows:

1 Beehive/Minimum 5000 Sq. Ft.

2 Chickens/Minimum 5000 Sq. Ft.

1 Chicken for every additional 1000 Sq. Ft. up to a maximum of six (6) poultry birds.

2 Beehives for properties of 7000 Sq. Ft. or more in size may be permitted

Permits must be renewed annually.

Application for annual permit for the Keeping of Chickens and/or Bees from Zoning Officer is attached to this checklist.

Application for separate zoning permit for the erection, alteration, relocation, or expansion of a coop from the zoning officer included, if required, is attached to this checklist.

Notice has been given to residents of immediately adjacent dwellings.

- All fees (as established by the Borough via ordinance or resolution) submitted with the application(s) in full.
- All utility fees and taxes owed by the applicant to the Borough of Castle Shannon are paid in full.
- Lot plan/drawing submitted with Zoning Application including all of the following:
  - Official PA Stamped Survey
  - Location & dimensions of coop
  - Location of Food/Water source and storage
  - Distance of coop/beehives from occupied dwelling other than property owners

**Permit Renewal**

Once the permit is approved, it is the responsibility of the permit holder to submit a request for renewal of the permit annually to the Borough with the following:

- Request in writing for renewal of permit on year following original permit date (request must be made no later than two (2) weeks before permit expiration).
- Inspection of property by code official to ensure continued compliance with borough ordinance(s).
- Renters: continued permission in writing from property owner/landlord dated approximately the same time as the application for permit renewal.
- New permit shall be completed by applicant and reviewed and approved by code officer.

**RENTERS MUST COMPLETE THIS SECTION OF REQUIREMENTS**

- Obtain written permission from the property owner/landlord that clearly and explicitly states that permission is granted to own and maintain chickens and/or bees on the property (proof must be submitted with the application. Updated proof must be submitted with the annual permit renewal).

**Compliance with other Borough Ordinance**

The zoning officer will provide information on items that may be required by borough zoning officer or other ordinances and may have further checklist items added to this list for first time applicants as well as renewals. However, it is the responsibility of the property owner to ensure that they are in compliance with all ordinances or other laws or requirements regardless of information provided by the zoning officer.

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Applicant Signature

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Date



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**PERMIT FEES:**

**Chicken and Beehive Permit - \$50.00**  
**Zoning Permit - \$50.00**  
**Renewal Permit - \$25.00**

**APPLICATION FOR CHICKENS AND BEEHIVES**

Applicants must refer to, and complete, all steps of the Chicken and Bee Keeping Checklist and return the completed checklist with this completed application and appropriate fee. No chickens may be acquired and no work, if any, may begin until an approved permit is returned to the applicant. Applicants must comply with **ALL** borough ordinances and submit all required fees or application shall be considered incomplete. Permits are good for one (1) year and applicant must request renewal prior to expiration.

This application is for:

- Initial Permit
- Permit Renewal
- Permit Modifications Applicant's Name: \_\_\_\_\_

Application Fee: \$\_\_\_\_\_

PMT:  Check  Cash

Received By: \_\_\_\_\_

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

Applicant's Name: \_\_\_\_\_

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

Lot/Block: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

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

**If applicant is a tenant, please provide the property owner information:**

Property Owner(s): \_\_\_\_\_

Property Owner(s) Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

\_\_\_\_\_  
Application Date

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

*A copy of drawing(s) or lot plan(s) shall be submitted with this Application or the permit will be denied. See checklist for requirements.*

**PERMIT NO:** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_

**DATE OF APPROVAL:** \_\_\_\_\_

**APPROVING OFFICER:** \_\_\_\_\_

- Checklist Attached
- Official PA Stamped Survey
- All requirements completed in full

\_\_\_\_\_  
(Approval Signature)

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

\_\_\_\_\_  
\_\_\_\_\_



# APPLICATION FOR ZONING PERMIT

Date Application Received: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Property Address: \_\_\_\_\_ Lot & Block Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Proposed Use of Building/Structure: \_\_\_\_\_

\_\_\_\_\_

Description of Construction: \_\_\_\_\_

\_\_\_\_\_

Total Sq. Ft. of Construction: \_\_\_\_\_ Estimated Cost of Construction \_\_\_\_\_

Architect/Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

The above information is true and correct. I hereby agree that all applicable provisions of the Borough Codes shall be complied with, as well as the requirements of the municipal sewer and water authority whether specified or not.

\_\_\_\_\_  
APPLICANT/AGENT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

ZONING:	APPROVED	DENIED
BY: _____	DATE: _____	PERMIT FEE PAID _____
REASON(S) FOR DENIAL: _____		

Planning & Codes 3310 McRoberts Road, Castle Shannon, PA 15234 Phone 412-885-9200 Fax 412-885-9251