

ANIMAL KEEPING REGULATION VARIANCE PROCEDURES

Please submit 1 original and 5 copies of the following for the meeting:

1. Completed variance application.
2. Copy of completed abutters notice – notices must be sent to abutters by certified mail/return receipt requested.
3. List of abutters Names and Mailing Addresses. Abutters shall include all property owners of property within a 50' radius of the subject property, exclusive of ways. Abutters shall be identified through a list obtained from the Dennis Board of Assessors' office. You may call them at 508-760-6139.
4. Plot plan showing the proposed animal shelter/chicken coop(s) in relation to property lines.

Please individually upload the following complete & signed documents:

- Animal Keeping Variance application
- Copy of sample abutters notice – notices must be sent to abutters by certified mail/return receipt requested.
- Abutter Notification list from the Assessing Office
 - *Obtain abutters list for addresses to mail the certified letters to (50 feet radius).*
Assessing - **508-760-6139**
 - Mail the notices **Certified** with the Green Postcards that are signed by the abutters as they are picked up. Those "Green Cards" are collected by the post office and you can return them to us at or after the meeting date.
- Plot Plan
- Any additional documentation

Please note that your application will be rejected if required uploads are not complete or provided.

You should contact the Dennis Building Department for construction permit information. The Building Department's telephone number is 508-760-6157. The Building, Historic and Assessors Departments are all located at the Dennis Town Offices.

Once you have all approvals, and the coop/fences have been constructed, the Dennis Animal Inspector will need to conduct an inspection for issuance of the permit.