



CITY OF RICHFIELD
PUBLIC SAFETY DEPARTMENT
SUPPORT SERVICES DIVISION

INSTRUCTIONS FOR MULTI-PET RESIDENCE LICENSE APPLICATIONS

1. Fill out the enclosed application and obtain the three signatures of your abutting neighbors (each side of you and directly behind you.).
2. Once this has been completed, return the application by mail or in person at City Hall, Business Licensing Department, Monday through Friday, 8:00 to 4:30 p.m. Please remit the proper fees, which would include your animal's individual licenses.
3. A letter will be sent to your abutting neighbors explaining the multi-pet residence license process. This provides an opportunity to address any concerns.
4. Please be aware that a Community Service Officer will conduct an inspection of the interior and exterior of the residence before a license is granted.

IF YOU SHOULD HAVE ANY QUESTIONS CONCERNING THE PROCESS, PLEASE CONTACT THE BUSINESS LICENSING STAFF AT (612) 861-9870. THANK YOU!



PUBLIC SAFETY DEPARTMENT
SUPPORT SERVICES DIVISION

LOGIS # _____

CITY OF RICHFIELD

APPLICATION FOR MULTI-PET RESIDENCE LICENSE

Maximum Number Allowed – 3 dogs & 2 cats or 3 cats and 2 dogs

of Dogs _____

of Cats _____

FEE \$100

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone #: _____

Email: _____

I (we) hereby agree to operate such business in accordance with the laws of the State of Minnesota and the ordinances of the City of Richfield. The foregoing statements are true and correct to the best of my knowledge and belief.

Authorized Signature: _____ Date: _____

**APPROVAL OF CONTIGUOUS PROPERTY OWNERS FOR A
MULTI-PET RESIDENCE LICENSE**

A multi-pet residence license is a place where more than two dogs or two cats are kept on premises which are zoned and qualified for residential purposes, and where the keeping of such dogs or cats is incidental to the occupancy of the premises for residential purposes. In October of 2004, City Council amended the ordinance that no resident may have more than five animals (three dogs & two cats, or three cats & two dogs).

Ordinance Code Section 905.31, Subd. 3 – The application for a multi-pet residence license shall be accompanied by a petition showing the approval of the occupants of privately owned real estate abutting the premises on which the kennel is to be located.

Whether or not all of the occupants of abutting property approve the application, city staff may grant or deny the license. The license may not be granted unless city staff finds that the use of the applicant’s premises as a multi-pet residence will not have, or will not be likely to have any adverse effect upon adjacent properties or the occupancy thereof, and will not constitute a nuisance to the neighborhood. City staff may impose condition upon the granting of any multi-pet residence license.

WE HEREBY APPROVE OF A MULTI-PET RESIDENCE LICENSE ON THE PREMISES OF:

Applicant: _____ Address: _____

Signature: _____ Address: _____

Signature: _____ Address: _____

Signature: _____ Address: _____



FOR CITY USE ONLY

CITY COUNCIL APPROVAL REQUIRED YES _____ NO _____

STAFF/COUNCIL APPROVAL DATE _____

SIGNATURE _____

December 14, 2022

Dear Resident:

This letter is to inform you that your neighbor at _____ recently applied for a *Multi-Pet Residence License* in the City of Richfield. They currently own ___ dogs and ___ cats.

If you have any concerns regarding these animals, please write a brief letter outlining your concerns and return it to Business and Animal Licensing at 6700 Portland Avenue South, Richfield, MN 55423. Your letter must be received in our office by _____. Please be advised that under state law, general comments or responses are considered public information and will be made available to the applicant unless otherwise required by law. We are, however, required to protect identities if someone makes a complaint about a violation of a law or ordinance.

If the City receives any information indicating there may be a problem with these animals, a mediation session will be conducted at no fee. This session will be conducted by a trained mediator who takes a neutral position on the matter. You will be asked to attend the mediation session along with others who may have similar concerns. This session provides an opportunity to resolve any issues or concerns between the licensee and the adjacent neighbors. If mediation is not an option, City staff will make a decision on the license.

This process will provide the necessary information for City staff to make an administrative decision regarding the approval or denial of the Multi-Pet Residence License request. Please contact our animal licensing department at (612) 861-9870 if you have any questions.

Sincerely,

Animal & Business Licensing