



**City of Torrance, Community Development Department** Michelle G. Ramirez, Director  
3031 Torrance Blvd., Torrance, CA 90503, Phone (310) 618-5929 Fax (310) 618-5829  
**Instructions for Filing an Application for a Special Animal Permit (Hens)**

**Pursuant to Article 14, Chapter 1, Division 4 of the Torrance Municipal Code**

**FILING FEE**

Filing fee to obtain a Special Animal Permit related to the keeping of Hens on a property developed with a single-family residential use is \$145.00. Make checks payable to "City of Torrance."

**STANDARDS AND REQUIREMENTS**

The proposed Special Animal Permit single family residence must comply with the standards and criteria as listed in the Article 14, Chapter 1 of Division 4 of the Torrance Municipal Code (TMC).

**PUBLIC NOTIFICATION**

Pursuant to TMC Section 41.11.1(a)(8), Special Animal Permit requests for the keeping of Hens is not subject to notification.

**SUPPLEMENTAL MATERIAL REQUIRED**

The following items must be submitted at the time of filing in addition to the completed application form that includes complete applicant information including address, telephone number, and e-mail address:

1. **COMPLETE APPLICANT INFORMATION** including mailing address, telephone number, and e-mail address:
  - improvements, structures;
  - The proposed Coop placement and setbacks to all adjacent property lines, structures and fences; and
  - The proposed Coop dimensions and size;
2. **8.5" x 11" SCALED SITE PLAN AND COOP DETAIL** indicating the following: The location of all existing site

**Please note:** A City of Torrance Community Development Department Representative will make an onsite visit to verify the information outlined on the requested Plot Plan.

**PERMIT ISSUANCE**

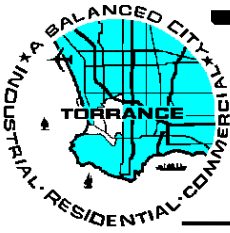
If all requirements of this Article are satisfied, the Community Development Director will issue a Special Animal Permit within 30 days of the filing of the completed application. If a Special Animal Permit is not issued, the Community Development Director will notify the applicant in writing. The notice will set forth the Community Development Director's reasons for denial.

**APPEAL PROCESS**

Pursuant to TMC Section 41.11.010(a)(12), the determination of the Community Development Director may not be appealed.

**PERMIT REVOCATION**

Pursuant to TMC Section 41.14.040, The Community Development Director may revoke a Special Animal Permit for keeping of Hens upon notice and hearing for any violation of this Article.



## Instructions for Filing an Application for a Special Animal Permit (Hens)

Parts I, II and III to be completed by the Applicant/Henkeeper

### I. APPLICANT INFORMATION & PROPOSED SAP LOCATION

NAME OF APPLICANT/HENKEEPER	PHONE NUMBER	E-MAIL
ADDRESS OF PROPOSED SAP HOME		
MAILING ADDRESS OF APPLICANT (IF DIFFERENT FROM SAP HOME)		
ASSESSOR PARCEL NUMBER (OF SAP HOME)		

### II. SUPPLEMENTAL INFORMATION REQUIRED

Applicant must submit the following items along with this application:

- |  |   |
|--|---|
| <input type="checkbox"/> 8.5" x 11" Scaled Site Plan indicating the location of all existing site improvements, structures, and Coop placement and setbacks. | <input type="checkbox"/> 8.5" x 11" Coop Dimension and Size details |
|  | <input type="checkbox"/> Filing Fee                                 |

### III. REQUIRED CERTIFICATIONS FOR PROPERTY OWNER & APPLICANT

#### ***PROPERTY OWNER CERTIFICATION*** (Required if location is rental property)

I, \_\_\_\_\_, hereby certify that I am the property owner of the proposed Special  
(Please print name)

Animal Permit home and am consenting to allowing the applicant/henkeeper to file and proceed with keeping of Hens on my property as described in this application.

\_\_\_\_\_  
(Property Owner's Signature)

\_\_\_\_\_  
Date

#### ***HENKEEPER CERTIFICATION***

I, \_\_\_\_\_, as the applicant, will be the henkeeper for this Special Animal Permit  
Please print name

and hereby attest to the following information:

#### ***PRINCIPAL RESIDENCE***

- The proposed location for the Special Animal Permit is my principal place of residence.

#### ***ACKNOWLEDGEMENT OF TORRANCE MUNICIPAL STANDARDS AND REQUIREMENTS***

- There will be a maximum of 4 hens, the hens and all related activities will be restricted to the rear yard and that there shall never be Roosters on the property.

- I, the undersigned, acknowledge that I have read the standards and requirements of the Special Animal Permit (as outlined in the Article 14, Chapter 1, Division 4 of the Torrance Municipal Code) and my signature here is certification that I agree to keep and maintain the hens and coop within said criteria, make the property available at all reasonable times for an inspection by the City Manager, or his/her designee, without an inspection warrant to insure compliance with Code and special provisions that may be placed upon the permit, and that, in the event I violate any portion of Article 14, my permit may be revoked.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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Continued

**IV. FOR COMMUNITY DEVELOPMENT DEPARTMENT USE – DO NOT WRITE BELOW THIS LINE**

COMMUNITY DEVELOPMENT DEPARTMENT USE:		CITY TREASURER’S USE:	
DATE FILED	CASE NUMBER	FEE:	RECEIPT NUMBER
APPLICATION ACCEPTED BY:		DATE :	ACCEPTED BY:

**A. CHECKLIST FOR APPROVAL OF SPECIAL ANIMAL PERMIT (HENS)**

**1. PERMISSIBLE USE**

The proposed location of the Special Animal Permit home is a single-family residence.

- Yes     No

**2. HENKEEPER CERTIFICATION**

The applicant has attested to the following information and has signed the application:

- Applicant will be the Henkeeper of the proposed location for the Special Animal Permit home;
- The proposed location of the Special Animal Permit home is the principal residence of the applicant;
- The Applicant/Henkeeper has acknowledged and signed to comply with all development standards related to the keeping of Hens;

**3. SITE/PLOT PLAN & COOP DETAILS**

Applicant has provided an 8.5” x 11” site/plot plan indicating the following:

- All existing site improvements, structures, and fences;
- Proposed Coop placement and setbacks to all adjacent property lines and fences; and
- Proposed Coop dimensions and size.

*(Continued from Left column)*

**4. DEVELOPMENT STANDARD COMPLIANCE**

- The number of Hens is limited to the maximum of 4 Hens, pursuant to TMC Section 41.14.010b;
- The Coops placement is in the rear yard of the property, and no nearer than 15 feet from the rear property line, and no nearer than 10 feet from a side property line, pursuant to TMC Section 41.14.010d;
- That the Coop does not exceed 60 square feet in size, pursuant to TMC Section 41.14.010f;

**5. PROCESSING FEE**

- A processing fee of \$145.00 has been submitted along with the application. Checks made payable to “City of Torrance”.

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