KENNEL APPLICATION INSTRUCTION SHEET

Applicant:

This application packet contains all of the forms required to apply for a kennel license within the City of Valdez. The packet contains a kennel application form, canine identification form, a conditional use permit form and a copy of the regulations. The instructions for obtaining a kennel license are as follows:

1) Meet with Animal Control Officer (ACO), Shana Anderson regarding the type of kennel required.
2) Fill out kennel application form.
3) Complete Canine Identification form plus attach proof of rabies vaccinations and attach to kennel application
4) A kennel inspection must be scheduled with the ACO at the time of the application and another inspection will be made once the kennel is setup.

Conditional Use Permit (CUP):

1) A kennel is a conditional use permit (CUP) within the Rural Residential, Commercial Residential and Light Industrial zoning districts.
2) A CUP application must be completed and submitted along with the kennel application and the $50.00 application fee.
3) A location map of the surrounding area and a layout map of the lot where the proposed kennel will be located must be submitted with the CUP application.
4) The lot map must indicate where the kennel will be located on the lot and the location of the well & septic plus any wells on adjacent property if applicable. There must be a 100' distance from any well or stream.
5) Once the CUP application has been received, the CEDD staff will advertise the public hearing notice in the local paper two weeks prior to the hearing before the Planning & Zoning Commission.
6) A public hearing will be held before the Planning & Zoning commission.
7) At the next meeting after the public hearing, the P&Z Commission will receive public comments and the request will be discussed. Conditions may be added to the CUP by the P&Z Commission. The Commission will vote to approve or disapprove the CUP request.
8) If the request is disapproved, the applicant has 10 days to appeal the decision to the City Clerk. The appeal will go before the City Council acting as the Board of Appeals.

If there are any questions please contact Shana Anderson @ 835-4560 or Carol Smith @ 834-3427.