

Poultry Application Process through Accela

- Log into your Accela account
- Click on “Licenses” up top and then “Apply for a License” underneath it

The screenshot shows the top navigation bar with a '+ New' dropdown on the left and user information on the right: 'Logged in as: Jen Schorr', 'Collections (0)', 'Reports (1)', 'Account Management', and 'Logout'. Below the navigation is a search bar with the text 'Search...'. The main menu includes 'Home', 'Licenses', and 'Planning'. Under 'Licenses', there are two options: 'Apply for a License' and 'Search Existing Records'. Below this is a 'Records' section with a table header: 'Record Number', 'Record Type', 'DBA Name', 'Address', 'Expiration Date', 'Status', 'Action', and 'Short Notes'. The table content shows 'No records found.'. Below the table is a 'Search for Business License Records' section with a text input field and a list of search criteria: 'Site Address', 'Contractor License Information', 'Parcel Number', 'Record Information', and 'Contact Information'. There is also a 'General Search' section with a text input field and a checkbox for 'Search my records only' and another for 'Search All Records'.

- Accept the terms and click “Continue Application”

The screenshot shows the 'Online License Application' section. The navigation menu is the same as in the previous screenshot. Below the navigation is a section titled 'Online License Application' with a welcome message: 'Welcome to our Online Licensing System. Using this system you can submit information, pay fees, and track the status of y'. Below this is a disclaimer: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning'. Below the disclaimer is a scrollable box containing the following text: 'Option to Sign Up for Email Notification of Proposed Ordinances. The City of Maplewood now offers an electronic Notify Me service for users to request notifications on various activities happening at the City. One of the notifications available is for a proposed new ordinance or a proposed amendment to an ordinance, which could help you stay up-to-date on changes made by City Council that may affect the operation of your business or a license you hold. If you'd like to receive this notification, or notification of any of the activities for which notifications...'. Below the scrollable box is a checkbox with the text 'I have read and accepted the above terms.'. Below the checkbox is a blue button with the text 'Continue Application »'.

- Click on “Animal License” to show the drop down, click the bubble by “Poultry Application” and then “Continue Application”

Home **Licenses** Planning

Apply for a License Search Existing Records

Select a License Record Type

First select the category of license you are applying for, then choose one of

- ▼ **Animal License**
 - Dog Registration Appeal Application
 - Dog Registration Application
 - Poultry Application
- ▶ Business License
- ▶ Business Registration
- ▶ Business License Supplements
- ▶ Rental Property License
- ▶ Temporary

[Continue Application »](#)

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- Enter your name in the Detailed Information
- For address, ONLY enter the street number. For example, ONLY enter 1830 and then hit Search.

Maplewood Property Address

Enter the Maplewood address where the poultry will reside and click Search to find the address record in the agency database. For best results, start by searching only for the Street No.

*Street No.: 1830 Direction: --Select-- *Street Name: Street Type: --Select--

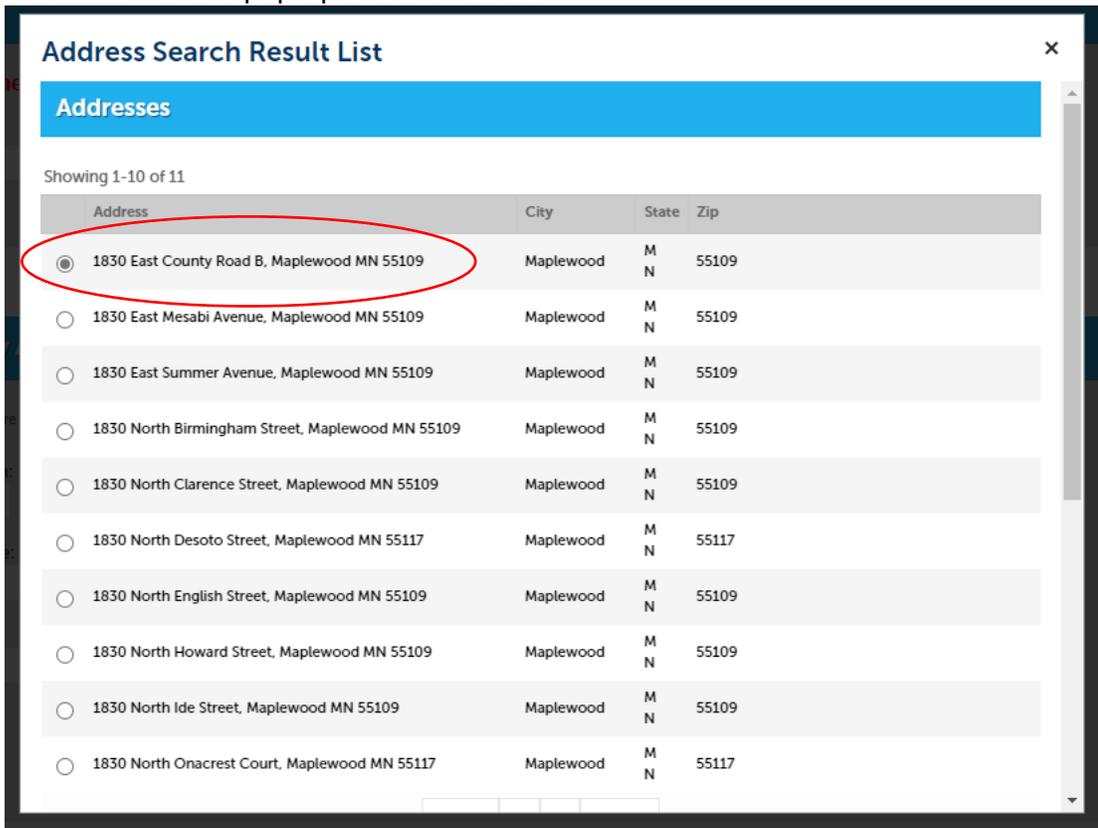
Unit No.: Unit Type: --Select--

City: State: --Select-- *Zip:

[Continue Application »](#)

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- A pop-up will appear with multiple addresses to choose from. Choose yours, scroll down to the bottom of the pop-up and click Select



- The rest of the address (street name, city, zip code, etc.) will auto-fill and you can click “Continue Application” on the bottom right of the screen.
- For Applicant, click “Select from Account” and then choose your address (if needed).
- Enter the property owner information if you are not the property owner and then click “Continue Application”

Poultry Application

1 Address & Contacts 2 Poultry & Attachments 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Address & Contacts > Contacts

* indicates a required field.

Applicant

Please click Select from Account.

Property Owner Information

PROPERTY OWNER INFORMATION
Enter property owner information if different than applicant.

Property Owner Name:

Phone Number:

E-Mail Address:

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- Step 2: Fill in the appropriate information, read the acknowledgements and check the boxes to agree. Click "Continue Application" on the bottom right.

Step 2: Poultry & Attachments > Poultry

* indicates a required field.

Poultry & Coop Information

POULTRY AND COOP INFORMATION

* Zoning of property where poultry/coop is located (if you are unsure, contact Community Development at 651-249-2300):

* Number of poultry kept on property (limit of 10 hens; the keeping of roosters at any time is prohibited):

* Genus of poultry:

* Purpose of keeping poultry on property:

[spell check](#)

* Does applicant plan to utilize electricity in the coop (if yes, please contact Maplewood Building Department at 651-249-2300 to determine if an electrical permit is required): Yes No

Applicant Agrees

THE APPLICANT AGREES

* To, at all times, keep the poultry in accordance with all the conditions prescribed by the officer or a modification thereof:

* That failure to obey such conditions will constitute a violation of City Code Chapter 10, Article IX and is grounds for cancellation of the permit:

* That failure to obey such conditions will constitute a violation of City Code Chapter 10, Article IX and is grounds for issuance of a criminal citation to the applicant:

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- Click “Add” to find your documents and upload them to the application. “Continue Application” when finished uploading

Step 2: Poultry & Attachments > Attachments

* Indicates a required field.

Please upload a copy of the following document(s):

- Letter of approval from the property owner (if applicable)
- Site plan detailing the following information:
 - Location of property lines
 - House, garage (where applicable)
 - Size and specification of coop, run and/or exercise yard
 - Setback proposed from the coop/run to the property lines

The maximum file size allowed is 1000 MB.
 ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

| Name | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. | | | | |

Add

Save and resume later

Continue Application »

- Step 3: Review – review all information entered and make any updates as needed. If everything looks good, read the acknowledgment, check the box and then click “Continue Application. That will submit your application. Please monitor your email as that is how you will be notified if any additional information is required as well as when your invoice is ready.

The data in this application will be used to approve your permit and shall be deemed public unless private by State Statute. Private data is available to you and the City or State staff who need this information to perform their duties, but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your permit if you do not provide it.

I will familiarize myself with the provisions of the Maplewood City Code, and with applicable Minnesota Statutes and federal regulations. Poultry will be kept in accordance with all of the conditions prescribed by the officer, or modification thereof, and it is understood that failure to do so may constitute grounds for denial, suspension or revocation of this permit and/or the issuance of a citation to the applicant.

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »