Town of Sterling

Office of Town Clerk

1 Park Street, Sterling, MA 01564

Phone: 978 422 8111 ext. 1

Email TownClerk@Sterling-ma.gov

Make checks payable to:
TOWN OF STERLING

Office Hours

Mon – Thurs
7:30AM – 5:00 PM
Friday only
7:30 AM – **11:30 AM**

2014 KENNEL LICENSE APPLICATION FORM C

MUST APPLY IN PERSON - - - DEADLINE TO LICENSE/RENEW IS APRIL 15

Please check applicable box: ☐ renewal application or ☐ initial application

Name of Applicant/Owner: _____

DBA (if applicable): _____, 501(c)(3): (check if applicable) ☐ Yes or ☐ No

Address:_____, Town, State, Zip Code:_____

Mailing Address (if different):_____

* **Emergency contact** #:_____. Telephone:_____. E-mail (optional)_____

I am the owner of the property at which the kennel is located, and I maintain the kennel for the purpose of breeding, raising, and training of dogs owned by me, ☐ Yes or ☐ No.
Do you have a special permit issued by the Zoning Board of Appeals for theTown of Sterling? ☐ Yes or ☐ No.
Applying for: (list type of Kennel) _____ **Fee:** $ _____

TYPE OF KENNEL	NUMBER OF DOGS	FEE
Kennel License I	1-4	$ 40.00
Kennel License II	5-10	$ 50.00
Kennel License III	11 and over	$ 60.00

The undersigned hereby makes application to the Town of Sterling for a Kennel License as specified on this form. The undersigned acknowledges that the Kennel License is permissive only and does not grant any authority to violate any provision(s) of State law or Federal regulations as they pertain to animals. The undersigned agrees to abide by all regulations, requirements and sections as set forth in the Sterling Animal Control Bylaw. In addition, the undersigned understands this license must be renewed annually and a completed renewal license application form must be submitted to the Town Clerk no later than April 15th of each year to remain compliant.

_____ _____

PRINTED NAME OF APPLICANT **SIGNATURE OF APPLICANT**

***APPLICANT IS RESPONSIBLE TO SCHEDULE ALL APPOINTMENTS. TO SCHEDULE APPOINTMENTS PLEASE CALL:**

Zoning Enforcement Officer (ZEO) @ 422-8112 - Animal Inspector (AI) @ 422-3025 - Animal Control Officer: (ACO) @ 422-7331.

Date	Zoning Exemption	Comments	Zoning Enforcement Officer
	☐ **Yes** or ☐ **No**		

Inspection	Date	*Circle one*	Comments	Animal Inspector Signature
1st		**PASS or FAIL**		
2nd		**PASS or FAIL**		

Inspection	Date	*Circle One*	Comments	Animal Control Officer Signature
1st		**PASS or FAIL**		
2nd		**PASS or FAIL**		

TOWN CLERK OFFICAL USE ONLY

Kennel Tag number issued: _____

Issued by: _____ Date issued:

Town Clerk (signature)

NOTICE: TO ALL KENNEL LICENSE APPLICANT(S) AND/OR OWNER(S)

A completed and signed Form C must be submitted in person to the Town Clerk by the end of business on April 15, annually. Scheduling dates for inspections/approvals is the **sole responsibility of the applicant**. Each i**nitial application** requires (3) three signatures; one from each of the following: ZEO, AI & ACO and each **renewal application** requires (2) two signatures; one from each of the following AI & ACO. Payment forms; cash, check or money order, made payable to: **TOWN OF STERLING.** Upon full payment and submission of completed form to the Town Clerk a kennel license and tags will be issued to the applicant and available for pick up at the office of the town clerk during normal office hours.

FAILURE TO LICENSE BEFORE DEADLINE OF APRIL 15th WILL RESULT IN ISSUANCE OF A CRIMINAL CITATION

STERLING ANIMAL CONTROL BYLAW

SECTION 3. SPECIAL PERMITS AND KENNEL LICENSES

(d) Kennel Application & Renewal Requirements are as follows:

INITIAL APPLICATION

Every applicant for a kennel license shall submit a completed application form to the Town Clerk. Issuance of a Kennel License shall be contingent upon compliance with all pertinent sections of this bylaw and receipt by the Town Clerk of the following information:

- a completed kennel license application form including payment in full of all fees applicable, and
- a documented approval from the Zoning Enforcement Officer (ZEO) stating that issuance of a kennel license to said applicant would not violate any local bylaws or State rules or regulations with regard to zoning, and
- in addition, where required, obtaining a special permit for any kennel so designated by the Protective bylaw (zoning) of Sterling, and
- written approval from the Animal Control Officer(ACO) that kennel applicant is in compliance with the Sterling Animal Control bylaw as listed in kennel regulations, as well as any State or Federal laws, rules, and regulations pertaining to animals, and,
- written opinion from the Board of Health that the Animal Inspector (AI) has inspected the kennel for the purpose of verifying appropriate sanitation and husbandry practices are being followed, and
- that the kennel applicant is in compliance with all Sterling Board of Health regulations.
- if any person(s) is issued a kennel license in Sterling previous to the date this section of the bylaw becomes legally effective they shall be exempt to fulfill the kennel application requirements as designated above, however, they will need to follow the renewal procedure as indicated on an annual basis. At anytime, in the future, should their kennel license be revoked or not renewed in the time period provided, then at that time prior to the issuance of another kennel license they shall be required to comply with all kennel application requirements as listed above.

RENEWAL APPLICATION (ANNUAL)

Every holder of a kennel license shall renew the license annually by submitting a completed renewal application to the Town Clerk. Renewing a Kennel license shall be contingent upon receipt by the Town Clerk of the following information:

- documentation of renewal inspection and approval by the Animal Control Officer and,
- documentation of renewal inspection and approval by the Animal Inspector or a Board of Health Agent.

(e) Kennel License Regulations

Every person issued a kennel license in the Town of Sterling shall be required to:

- Keep and maintain at all times on its premises accurate records of descriptions with regard to the identities of all dogs kept on the premises, valid copies of current rabies certificates for all dogs over six months of age and documentation of the current number of dogs on the premises on each day, and
- Keep and maintain at all times on its premises current and accurate records containing the name and address of the owner of each dog kept in the kennel if owned by someone other than the person maintaining the kennel.

(f) Kennel License Period

A kennel license shall be issued on an annual basis and must be renewed each year before April 15th. Scheduling of all dates for inspections or permitting processes as outlined in this section shall be the sole responsibility of the kennel applicant.

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