



Animal Control Ordinance Excess Domestic Animals Procedures to Obtain Permit

- 1. Obtain application from the Customer Service Center**
- 2. Fill out application:**
 - a. Name.
 - b. Address.
 - c. Number, type, and license number of all animals.
- 3. Obtain approval from neighboring properties**
 - a. Signatures required from neighboring properties within 100 feet of your home.
 - b. Neighboring properties sign off on approval or protest.
- 4. Return Application to City of Sioux City Customer Service Center**
 - a. Non-refundable fee of \$10 is paid.
 - b. Application is reviewed by City Clerk's Office and Inspections Services.
 - c. If signatures are obtained from all properties – permit is granted.
 - d. If request is for more than six (6) animals, Inspections Services will schedule an inspection.
- 5. What happens if not all signatures can be obtained?**
 - a. City Clerk's Office reviews application and determines why all signatures have not been obtained.
 - b. If protest rate is one or less – permit is granted.
 - c. If protest rate is two or more – permit is denied.
- 6. Appeal Procedure for Permit Denial**
 - a. Submit written appeal to City Clerk's Office.
 - b. Hearing is set up with City Hearing Officer.
 - c. Hearing Officer may request a review/inspection by the Community Development Department.
 - d. Hearing is held.
 - e. Hearing Officer determines whether to approve or deny the permit.
- 7. Process for revocation of permit**
 - a. Based on Animal Control or neighbor complaints.
 - b. Notification sent by City Clerk of intent to revoke.
 - c. Pet Owner has a right to appeal or give up permit.
 - d. Appeal procedure follows same format at #5.