

## Understanding the Poultry/Livestock Registration Process

Registering your livestock and/or poultry enables the Amherst Health Department and/or the Animal Welfare Officer to provide advice on good practice and guidance to ensure the safety and health of your livestock/poultry. The Amherst Health Department and/or the Animal Welfare Officer can alert registered owners quickly in the event of a disease outbreak and also provide advice on appropriate precautionary, containment and control measures as necessary. There are several steps to properly register your livestock/poultry in Amherst.

### Step 1: CERTIFIED ABUTTERS LIST and NOTIFICATION LETTER

1. Contact the Assessor's Office located in the Town Hall to request a Certified Abutters List for your property. You can reach the Assessor's Office by calling: 413-259-3024.
2. Draft a letter to your property abutters according to Amherst General By-laws Section 8D: *The notice shall fully and accurately describe the location and the proposed number and type of animals, as well as all associated structures and facilities. The notice shall also indicate that abutters have the right to file with the Health Director written comments in support of or objecting to the application, and shall indicate the deadline for submission of comments.* See sample for suggested letter.

### Step 2: APPLICATION

The application consists of several items to be submitted **together** to the Amherst Health Department.

1. Poultry/Livestock Application Form: this form is accessible on the Health Department website: [www.amherstma.gov/health](http://www.amherstma.gov/health)  
Please complete the form as accurately as possible.
2. Sketch: Include a simple, hand drawn sketch depicting the location of the animal housing on your property.
3. Fee: Include a one-time \$10.00 registration fee. Checks should be made payable to the: Town of Amherst.
4. Mail **all** documents **together**, including the Abutter Notification Letter to:  
Amherst Health Department  
70 Boltwood Walk  
Amherst, MA 01002

### Step 3: APPLICATION REVIEW

1. Application documents will be reviewed by the Health Director and Animal Welfare Officer.

### Step 4: ABUTTER NOTIFICATION

1. The Health Department will mail the Abutter Notification letter according to the certified abutters list you provide.
2. 14 working days after notification has been provided, a permit can be processed.
3. A hearing will be held if a majority of abutters have concerns. If a hearing **is not required**, Animal Welfare Officer Carol Hepburn will complete an inspection of your livestock/poultry habitat and determine if a permit can be issued.

Town of



# Amherst Massachusetts

HEALTH DEPARTMENT

Julie Federman, Director  
Amherst Health Department  
70 Boltwood Walk  
Amherst, MA 01002

Phone: (413) 259-3077  
Fax: (413) 259-2404  
health@amherstma.gov  
www.amherstma.gov

## Livestock/Poultry Registration Permit Application

**One Time Registration Fee: \$10.00**

Please Print Legibly

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

We must be able to contact the livestock owner or his/her representative in case of an emergency; please provide a secondary contact when appropriate.

### Secondary Contact:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

### Abutters List and Abutter Notification Letter

Your Certified Abutters List from the Assessors Office and Abutter Notification letter need to be submitted with this application form.

### Provide the Following Information:

Type of Dwelling: (Circle One)

Chicken Coop

Rabbit Hutch

➤ Chickens

Number of Adult Animals

Currently: \_\_\_\_\_

Planned: \_\_\_\_\_

➤ Rabbits

Number of Adult Animals

Currently: \_\_\_\_\_

Planned: \_\_\_\_\_

**Provide a simple, hand drawn sketch depicting the location of the animal housing on your property. You can use the back of this application form for your sketch.**

### Office Use Only:

Permit: (check one) Issued: \_\_\_\_\_ Denied: \_\_\_\_\_

Date of Payment: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

MUNIS Application #: \_\_\_\_\_ MUNIS Batch #: \_\_\_\_\_

Sample Notification to Property Abutters

Date

Address of Abutter

RE: Notification of Intention to Keep Livestock/Poultry

Dear Property Owner:

As an abutter to the property that you own, I, \_\_\_\_\_  
am sending you notification that I have filed an application with the Amherst Health Department  
for a permit to keep livestock and/or poultry. I am proposing to keep the following:

A. Type of livestock/poultry: \_\_\_\_\_

B. Number of animals to be kept: \_\_\_\_\_

C. Describe structures and facilities for animal housing and care: .

\_\_\_\_\_  
\_\_\_\_\_

D. Provide a sketch of structures in relation to the property line:

As an abutter, you have the right to file with the Health Director written comments in support of  
or objecting to the application within 14 business days of the date of this letter. Comment letters  
should be mailed directly to the Amherst Health Department: 70 Boltwood Walk, Amherst, MA  
01002.

Thank you,

\_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Phone