



CITY OF CHANHASSEN

Office of the City Clerk
7700 Market Boulevard - PO Box 147 | Chanhassen, MN 55317
952-227-1107 | 952-227-1110 (fax)
clerk@chanhassenmn.gov
www.chanhassenmn.gov

COMMERCIAL KENNEL LICENSE APPLICATION

All commercial kennels located in the City of Chanhassen are required to obtain a license and annually renew the license
([Chanhassen City Code Section 5-18](#))

Check one: Renewal Application New Application Anticipated Opening Date: _____

Section 1: Applicant Information

Type of Applicant: Corporation Partnership Individual

Applicant Name: _____

Applicant Contact Name: _____

Applicant Address: _____
Street City State Zip

Applicant Phone: _____ Applicant Alternate Phone: _____

Applicant Email: _____ State Tax ID Number: _____

Federal Tax ID Number: _____ Social Security Number (if individual): _____

Section 2: Property Information

Property Address: _____ Property Tax ID Number: _____

Legal Description of Property: _____

Property Owner Name: _____

Property Owner Address: _____
Number & Street City State Zip

Property Owner Phone: _____ Property Owner Email: _____

Section 3: Kennel Information

Kennel Name (Trade Name): _____

Kennel Manager Name: _____

Kennel Manager Phone: _____ Kennel Manager Email: _____

Describe how the animals are confined:

Section 4: References & Criminal History

Provide the names, addresses, and phone numbers of TWO persons who are residents of Carver or Hennepin Counties who are familiar with the applicant and the manager's character:

Name: _____

Address: _____
Street City State Zip

Phone: _____

Name: _____

Address: _____
Street City State Zip

Phone: _____

Has the applicant or manager ever been convicted of a crime or offense other than a traffic offense?

Yes No

If yes, please provide information as to the time, place, and nature of such crime or offense:

Section 5: Applicant Signature

I have familiarized myself with the attached [Chanhassen City Code Chapter 5-18 \(Kennel License\)](#) pertaining to the kenneling of dogs and cats and subsequent ordinance amendments pertaining thereto and will abide by the provisions contained therein. All facts set forth in this application are true and correct to the best of my knowledge.

I hereby consent to an inspection of the premises as provided by [Chanhassen City Code Chapter 5-18.2](#).

Applicant's Signature

Date

STATE OF MINNESOTA)
(ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____
by _____.

(NOTARY STAMP)

NOTARY PUBLIC

Section 6: Application Checklist

Signed and Notarized Application

If the application is made on behalf of a partnership or corporation, please **attach** the appropriate business records showing the names and addresses of all individuals having an interest in the business and, in the case of a corporation, the names and addresses of the officers and shareholders.

Attach a lease, deed, contract for deed, or proof of ownership of the subject property.

\$25 Application Fee

Submit application with required attachments to: City of Chanhassen
Attn: Kennel Permit
7700 Market Boulevard
P.O. Box 147
Chanhassen, MN 55311

<i>For office use only</i>	
Date Application Received: _____	
Date \$25 Fee Paid: _____	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card <input type="checkbox"/> Cash
Date routed to Inspector: _____	
I certify that I have inspected the above premises and find them to comply with the ordinance.	
Approved by: _____	Date: _____
Comments: _____	

CHANHASSEN CITY CODE
CHAPTER 5 – ANIMALS AND FOWL
ARTICLE II. – DOGS AND CATS
DIVISION 1. GENERALLY

Sec 5-18 Kennel License

- (a) *License required.* No person shall maintain a commercial kennel in the city without a license.
- (b) *License; application.* Application for a kennel license shall be made on forms provided by the city manager. The application shall contain:
- (1) A description of the property to be used;
 - (2) The names and addresses of the owner, lessee, if any, and the operator or manager;
 - (3) The names, residences and addresses of two persons, residents of Carver or Hennepin Counties, who are familiar with the applicant's, the manager's or operator's character;
 - (4) Whether the applicant, manager or operator has ever been convicted of a crime or offense other than a traffic offense and, if so, information as to the time, place, and nature of such crime or offense; and
 - (5) The names, phone numbers and addresses of those persons who will be from time to time designated as a contact person as required by subsection 5-18.2(b).
 - (6) Such other information as may be required by the city manager.

If the application is made on behalf of a corporation or a partnership, it shall be accompanied by appropriate business records showing the names and addresses of all individuals having an interest in the business and, in the case of a corporation, the names and addresses of the officers and shareholders. Applicants shall furnish to the city with their application, documents establishing the applicant's interest in the premises on which the business will be located. Documentation shall be in the form of a lease, a deed, a contract for deed or any other document which establishes the applicant's interest. Applications shall be signed and sworn to. If the application is by a natural person, it shall be signed and sworn to by such person; if by a partnership, by one of the partners; and if by an unincorporated association, by the manager or managing officer thereof.

- (c) *License fees and license year.* The application and license fee shall be as established by ordinance of the City Council. The application, investigation, and license fees shall be paid when the application is filed. A separate license shall be obtained for each place of business. The licensee shall display the license in a prominent place in the licensed business at all times. Licenses shall expire on the December 31 following the issuance of the license. Applications to renew an existing license must be submitted by December 1.
- (d) *Granting or denial of licenses.* License applications shall be reviewed by such departments as the city manager shall direct. The review shall include an inspection of the premises covered by the application to determine whether the premises conform to all requirements of this Code. Licenses shall be granted or denied by the city manager subject to the provisions of this chapter. The city manager shall approve the license if the provisions of the Code are met or deny the license if they are not met.
- (e) *Revocation, suspension and renewal of license.* The license may be revoked, suspended or not renewed by the city manager upon a showing that the licensee, its owner, manager, employee or agent has engaged in:
- (1) Fraud, deception or misrepresentation in connection with the securing or retaining the license.
 - (2) Any conduct which would constitute grounds for refusal to issue a license under this chapter.

- (3) Any conduct constituting a violation of any of the rules and regulations provided for under this chapter.
 - (4) Any conduct constituting a violation of any provision of a conditional use permit or other zoning restriction.
 - (5) Any conduct constituting a nuisance.
- (f) *Appeal*. The licensee may appeal a denial, suspension, revocation or nonrenewal to the city council. The licensee must file with the city clerk a notice of appeal within ten days of a revocation, suspension or nonrenewal. The council shall consider the appeal at a regularly or specially scheduled council meeting on or after 15 days from service of the notice of appeal upon the city clerk by the licensee. Hearing on the appeal shall be open to the public and the licensee shall have the right to appear and be represented by legal counsel and to offer evidence in behalf of licensure. At the conclusion of the hearing, or as soon thereafter as practicable, the council may order:
- (1) The revocation, suspension or nonrenewal of the license.
 - (2) The revocation, suspension or nonrenewal by the city manager be lifted and the license be returned to the licensee.
 - (3) Additional terms, conditions and stipulations to be imposed on the licensee to mitigate problems.

(Ord. No. 24-C, §§ 20.01, 20.02, 7-12-76; Ord. No. 350, § 2, 11-24-03; Ord. No. 374, § 1, 4-26-04)

Cross reference(s)—Licenses, permits and miscellaneous business regulations, Ch. 10.

HISTORY

Amended by Ord. [682](#) on 1/10/2022

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