



PALMDALE  
*a place to call home*

**APPLICATION FOR EXOTIC ANIMALS PERMIT  
OR ADDITIONAL ANIMALS PERMIT**

City of Palmdale Planning Department  
38250 Sierra Highway  
Palmdale, California 93550  
(661) 267-5200

Case Number: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**INSTRUCTIONS TO APPLICANT**

The following application form is provided for all persons who propose to file requests for keeping **EXOTIC ANIMALS or ADDITIONAL ANIMALS** within the City of Palmdale.

The applicant must complete the attached forms as prescribed and incorporate all requested information before the application is accepted for processing by the Planning Department.

**SUBMITTAL CHECKLIST**

- \_\_\_\_\_ The completed Application.
- \_\_\_\_\_ Copies of Department of Animal Care and Control licenses for each animal.
- \_\_\_\_\_ Copies of current vaccination and sterility certificates for each animal.
- \_\_\_\_\_ Current photograph of each animal including the name of the animal and the date the photo was taken.
- \_\_\_\_\_ The original owner's statement (letter) indicating approval of the use when the owner and applicant differ and that the limitations of the approval are understood.
- \_\_\_\_\_ The property owner's authorization letter and attached legal description of the property.
- \_\_\_\_\_ A statement specifying plans for waste disposal.
- \_\_\_\_\_ One copy of the Site Plan (all maps must be folded by the applicant to a maximum size of 8½" x 11").
- \_\_\_\_\_ Fee (\$168); renewal fee of \$47 per year thereafter\*

If you have any questions regarding this application packet or required materials, please call the Planning Department.



**PLANNING DEPARTMENT  
OWNER AUTHORIZATION LETTER  
ADMINISTRATIVE APPROVAL APPLICATION**

Case Number: \_\_\_\_\_

Assessor's Parcel Number(s): \_\_\_\_\_

If the applicant is not the owner of record, then a letter authorizing the applicant to represent the owner(s) must be submitted. Note: All owners must sign as their names appear on the deed to the land.

This letter shall serve to notify and verify that I/we am/are the legal owners of the property described and attached hereto and do hereby authorize the applicant to file and represent my/our interest in the above referenced application(s). I/we have read this Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of California that the information contained in the above referenced application(s) is true and correct.

Owner(s) of Record (include extra sheets if necessary):

_____ Printed Name	_____ Signature	_____ Date
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_____ Printed Name	_____ Signature	_____ Date
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I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers herein contained and the information herein submitted, are in all respects true and correct.

Applicant / Applicant's Representative:

_____ Printed Name	_____ Signature	_____ Date
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_____ Address	_____ Telephone
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_____ Printed Name	_____ Signature	_____ Date
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_____ Address	_____ Telephone
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_____ Printed Name	_____ Signature	_____ Date
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_____ Address	_____ Telephone
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**INFORMATION REQUIRED FOR EXOTIC  
OR ADDITIONAL ANIMAL PERMIT**

**A. SITE PLANS:**

1. Title Block containing:
  - a. Name, address, and phone number of applicant and owner
  - b. Name, address, and phone number of person preparing plan
  - c. Address of project
  
2. Legend containing:
  - a. The Assessor's Parcel Number (APN)
  - b. Scale
  - c. Existing zoning and General Plan designations
  - d. Statement indicating net acreage or square footage of property
  - e. Gross square footage of structure(s) (existing and proposed)
  - f. Square footage of back yard (existing and proposed); if slopes occupy a portion of the parcel, indicate the square footage of the usable area
  
3. Plot plan showing:
  - a. North-arrow
  - b. Boundaries - existing lot lines
  - c. Structures on subject property and within 50 feet of the area and building or enclosure where the animal or animals are to be kept - location, footprints, dimensions, distances between structures and property lines and use of existing and proposed structures
  - d. Fences and walls - location, elevation, height, and composition of all existing and proposed walls, fences, and retaining walls

NOTE: The following additional information may be required as determined by the Planning Manager.

- e. Circulation/Parking - completely dimensioned layout of internal driveways, aisles, parking stalls, vehicle ingress and egress to site, and sidewalks or other pedestrian walkways
- f. Streets - location of existing rights-of-way (sidewalks, curbs, gutters, and driveways)
- g. Drainage Facilities - location, type and size (on-site and off-site). Show how project is to handle storm water and cross drainage to or from adjacent properties
- h. Lighting - location and size of all exterior lighting standards and devices
- i. Refuse - location of refuse disposal areas
- j. Storage - location of outside storage areas

## **CONDITIONS OF APPROVAL FOR ADDITIONAL ANIMAL PERMITS**

1. This approval shall be subject to annual re-inspection. A re-inspection fee of \$47 must be paid upon receipt of notice from the City. This fee may change subject to the annual approval of a Fee Resolution by the City Council. Based on the findings during the annual re-inspection, this permit may be revoked if any violations are found.
2. The keeping of the animal(s) must comply with all Zoning Ordinance requirements for animal enclosures, including setbacks from property lines and other dwellings.
3. The keeping of the animal(s) must comply with all applicable Federal and State requirements.
4. The total number of animals kept on a property shall in no case exceed twice the number permitted in the zone, unless a Conditional Use Permit has been approved.
5. Each animal must have sufficient area to be maintained and exercised in a normal healthy manner, as determined by the City of Palmdale's Code Enforcement Officer.
6. Any noise, odor or activity associated with the animal(s) shall be contained on subject property and shall not adversely impact adjacent properties.
7. Any other conditions as deemed reasonably appropriate by the Planning Manager.