



Resident  
Kenai, AK 99611

Dear Resident,

Kenai Municipality Code states, no person residing within City Limits may own more than three (3) dogs without obtaining a kennel permit. Please follow the procedure below to apply to re-new your Kennel Permit for 2020:

1. An application for a Kennel Permit (KMC 3.15.020(a)) is submitted to the Kenai Animal Control at 510 N Willow Kenai AK, 99611 with a \$26.00 non-refundable application fee.
2. Notification of an initial or renewal application will be mailed to real property owners on the borough assessor's records within a three hundred (300') periphery of the parcel where the applicant proposes to operate the kennel facility (KMC 3.15.020(g)). Real property owners will have fifteen (15) days to present comments or request a hearing regarding the kennel permit.
3. Following the fifteen (15) day comment period, an Animal Control officer will contact the applicant to set up an appointment for property inspection. An Animal Control Officer will inspect the premises where the applicant proposes to operate the kennel facility, and determine that the facility meets the standards set forth in KMC 3.15.050 and that the applicant will operate the kennel facility in accordance with standards set forth in KMC 3.15.050.
4. The Animal Control Office will prepare a written report of its findings; including any reasons why the proposed facility does not meet the standards set forth in KMC 3.15.050 and any steps which the applicant may take to make the facility qualify for a license. The report will be sent to the applicant as well as the real property owners within the three hundred (300') periphery.
5. In accordance with Kenai Municipality Code 3.15.040, any "person aggrieved by the granting, revocation, renewing, limiting, conditioning, or denying of a license under this chapter may, within fifteen (15) days of the date of the decision, appeal the decision to the City Council pursuant to the procedures in KMC 14.20.290".
6. Following the required fifteen (15) day appeal period if no appeals are made, the applicant or a representative on their behalf must submit payment of \$76.00 for the Kennel facility license (KMC 3.05.100 (a)(1)). Upon receipt of payment and licensing of the dogs listed on the kennel application, the determination letter will serve as the applicant's Kennel License for the calendar year.
  - a. Kennel permits shall expire on December 31<sup>st</sup> of the year in which it is issued (KMC 3.15.20(e)).

7. The applicant shall agree in writing that the kennel facility may be inspected by the Chief Animal Control Officer or designee at any time during business hours (KMC 3.15.020 (i)).
8. The applicant understands that a Kennel License may be revoked if the facility violates a provision of the title, term, condition or limitation set forth (KMC 3.15.030).

Per Kenai Municipality Code 3.15.010, no person may operate a kennel (KMC 3.5.010) facility without having a license. Failure to obtain a Kennel License may result in a citation, fine and a mandatory court appearance.

Please review these materials carefully and if you have any questions call us at 907-283-7353.

You can email the completed application to [animal@kenai.city](mailto:animal@kenai.city) or mail your application to the shelter:

Kenai Animal Shelter  
210 Fidalgo Ave  
Kenai AK, 99611-7794

Thank you for your immediate cooperation,

*Kenai Animal Control Officers*

Kenai Animal Control Officers  
210 Fidalgo Ave Kenai, AK 99611  
Tel: 907-283-7353 Fax: 907-283-5021  
[animal@kenai.city](mailto:animal@kenai.city)



## Kenai Animal Control Kennel License Application



### KMC 3.15.010 Licensed Facilities:

No person may operate a kennel facility without having a license therefor issued pursuant to this chapter.

Operator Name \_\_\_\_\_ Home Phone \_\_\_\_\_ Other \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Physical Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

### KMC 3.05.010 Definitions

7(A) "Kennel, commercial" means premises where four (4) or more dogs over four (4) months of age are owned, kept, boarded, bred and/or offered for sale.

7(B) "Kennel, private" means premises where four (4) or more dogs over four (4) months of age are owned or kept for private enjoyment.

Type of Facility the applicant proposes to operate:                      Commercial                      or                      Private  
(Circle one)

Brief Description of proposed facility: \_\_\_\_\_

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

### Dogs at Facility

### Rabies Vaccination Information

	Dog Name	Dog Breed	Dog Age	Dog Color	Fixed	Expiration Date	Tag Number:
Ex.	Kenai Animal	Lab	2 yr	Purple	Y	10/31/21	12345
1							
2							
3							
4							
5							
6							

(Attach additional information on a separate sheet)

Veterinarian Name/Facility \_\_\_\_\_ Phone Number \_\_\_\_\_

On a separate sheet diagram the premises on which you propose to operate under this license. The diagram shall show the lot lines and the location and dimensions of yards and structures on the premises. Designate the parts on the premises on which dogs will be kept and show the location and use of structures on adjacent lots. The diagram need not be based on a formal survey of the premises.

**KMC 3.15.020 Licensing procedure**

(i) The applicant shall agree in writing that the kennel facility may be inspected by the Chief Animal Control Officer or designee at any time during business hours of the applicant.

**KMC 3.15.050 Standards for operating facility.**

In operating a kennel facility, the operator shall:

- (a) Comply with the provisions of this title, the terms, conditions, and limitations of any license issued hereunder and any City regulations promulgated under this title.
- (b) Provide shelter adequate to preserve the health of the animals kept in the facility.
- (c) Maintain the facility in a sanitary condition.
- (d) Provide for the adequate care and feeding of animals kept in the facility.
- (e) Design and equip the facility so as to keep all animals on the premises.
- (f) Keep only that number of animals in the facility which is safe and healthy for the facility's sake.
- (g) Maintain the facility in such a manner that it does not constitute a nuisance to owners or occupiers of land in its vicinity.

The entire city ordinance can be viewed at [www.ci.kenai.ak.us](http://www.ci.kenai.ak.us) – under City Code, Title 3: Animal Control. You may also contact the Animal Control office at 283-7353 for more information. Commercial Kennels will require additional documentation and a Conditional Use Permit.

I, the applicant, am hereby informed that this application does not relieve me of meeting all zoning ordinances, or any other applicable City, Borough, State laws or regulations, or any private agreements regarding use of the property described. I do hereby agree that Kenai Animal Control may inspect this facility at any time during normal business hours.

Signature \_\_\_\_\_ Date \_\_\_\_\_