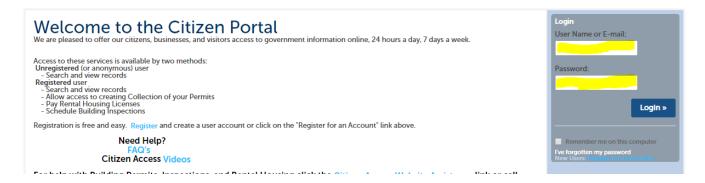


# Applying for Your Chicken/Duck License

- Once you have a Citizen Access Account [Instructions for Creating a New Account], navigate to https://aca.rochestermn.gov/citizenaccess/ to open the Citizen Access Log-in Page.
- 2. Enter your username and password and click Login:



3. Click City Licensing:





Hello, Travis Amundson

4. Check the box if you accept the terms:

### Online License Application

Using this system you can submit information, pay fees, track the status of your applicati

Please "Allow Pop-ups from This Site" before proceeding. You must accept the Ger

For a walkthrough of applying for a license online: Applying for a City License Walkthrough

### Notice of Ability to Sign up for Electronic Notifications of Proposed City Ordinances

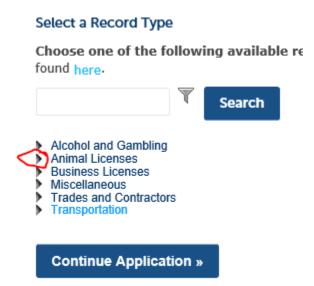
As an applicant for a business license, you are also hereby notified that the City of Rochester distributes general city information and notices through an electronic notification system, and you may sign up to receive notices through this electronic notification system on the City's website at <a href="http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates">http://www.rochestermn.gov/i-want-to/sign-up-for/email-updates</a> This includes notice of proposed ordinances at least 10 days prior to final adoption by the City Council in accordance with Minn. Stat. 415.19.

✓ I have read and accepted the above terms.

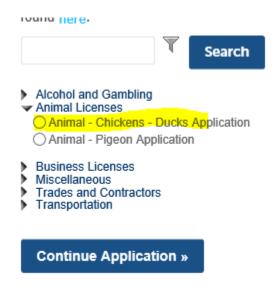
5. Click "Continue Application":

Continue Application »

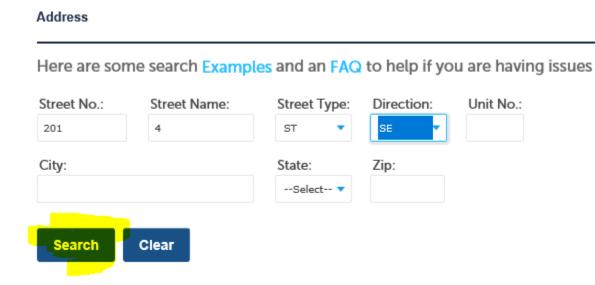
6. Select the dropdown next to Animal Licenses:



7. Select your license type from the dropdown:



8. Enter the your home address and click Search:



9. After you click search the Owner Information will complete with the owner of the location:

# Owner Name: ② CITY OF ROCHESTER Address Line 1: 201 4 ST SE Address Line 2: Address Line 3: City: State: Zip: ROCHESTER MN 55904 Phone: E-mail:

Continue Application »

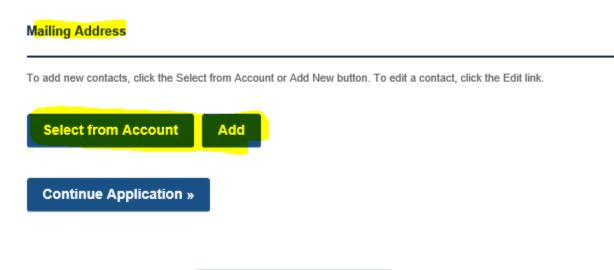
- 10. Click Continue Application:
- 11. Click either "Select from Account" or "Add" to enter information about the person completing the application:

# Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.



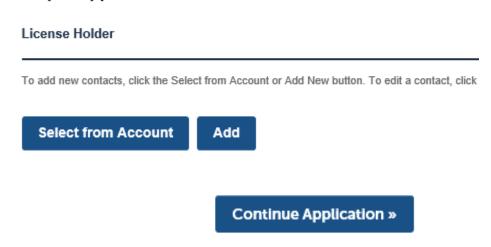
12. Click either "Select from Account" or "Add" to enter information about your mailing address:



- 13. Click Continue Application:
- 14. Click either "Select from Account" or "Add" to enter information the person responsible for the license:

Continue Application »

# Step 1: Applicant Information > License Holder



15. Click Continue Application:

# Step 3: Application Information > Detailed Information

**Custom Fields** 

LICENSE INFORMATION		
I am applying for a:	Renewal for existing lice▼	
*Type of Animal:	Chicken <b>v</b>	
*Number of Hens/Ducks (Note: Roosters are not allowed): Limit of 3 hens/ducks applies unless you are involved in educational or instructional activity; up to 12 hens/ducks can be approved with information about the educational or instructional activity. Please attach additional information to support a request for 4-12 hens/ducks.:	5	
*Are you attaching evidence of involvement in educational or instructional activity? :	Yes ○ No	
*Location of coop and enclosed, outside yard/run::	Located in the fenced in backyard, on the North side of the property, 15 feet West of the Garage.	
	spell check	
* Size of coop::	4.5ft x 6ft x 4ft	
* Size of enclosed,outside area::	10ft x 10ft	

Continue Application »

- 17. Click Continue Application:
- 18. Click Continue Application:

Continue Application »

19. On Step 3, click "Add" to upload copies of your Detailed Diagram of your café, meeting requirements of RCO,

Section 9-8-2(d) and your proof of worker's comp. coverage:

# **Business - Sidewalk Cafe Application**

1 Applicant Information	2 License Details
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# Step 3: Documents > Required Documents

## Attachment

This license type requires the following document types:

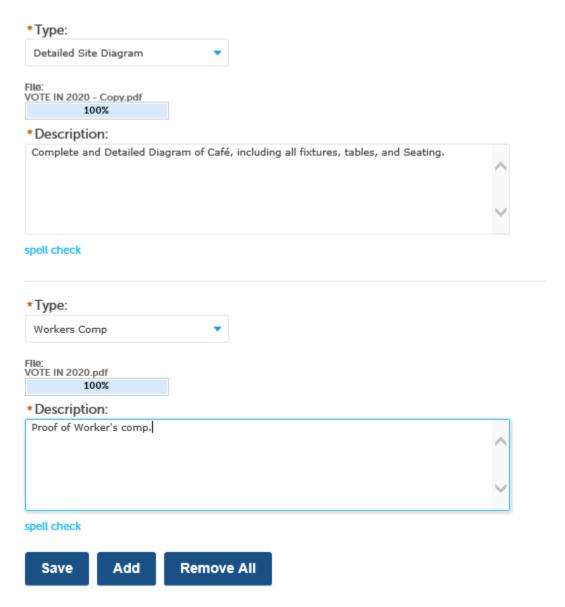
- (Floorplan) Detailed Diagram Meeting RCO, Section 9-8-2(d)
- · Proof of Workers Comp

The maximum file size allowed is 40 MB. PDF is the only file type currently allowed.

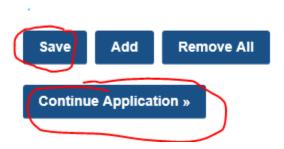


Add

20. Select the document type and enter a description of each uploaded document:



21. Click Save then Continue Application:



22. Complete a final review of the application in Step 4: Review:

### **Business - Sidewalk Cafe Application**

1	2 License Details	3 Documents	4 Review
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Step 4: Review

23. Read the Notification and check the box if you agree:

The information collected and required as part of a license application voluntary. It is not legally required to provide requested data, however Social Security Numbers and Birth Dates are classified as private data license eligibility, and to administer and manage the licensing programmers.

Disclosure of Social Security Number (or individual Tax ID Number o 270C.72, and may be requested by and released to the Minnesota Copursuant to the Government Data Practices Act, Minnesota Statutes and also have the right to be told the contents and meaning of the d

Notice of Ability to Sign up for Electronic Notifications of Proposed

By checking this box, I agree to the above certification.

24. Click "Continue Application":

Continue Application »

25. Click Checkout to pay all associated fees with a credit card (Note: if you do not wish to pay with a credit card, then you are not able to use the online portal for your renewal). Fees vary by license:



26. Check your email for submission confirmation. If you have any trouble, please contact the City Clerk's Office:

licenses@rochestermn.gov or 507-328-2900.