



# Town of Grand Rapids

## Dog Exemption Policy and Procedure

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Per Ordinance #8, households with three or more dogs must obtain a dog exemption permit. The permit can be acquired from either the Municipal Building or the Town website at [www.grandrapidswi.gov](http://www.grandrapidswi.gov). To apply, submit the completed application along with the initial permit fee of \$75 to the Zoning Administrator.

### Dog Exemption Process

- A completed Dog Exemption application must be submitted to the Zoning Administrator, including:
  - Proof of rabies vaccination for each dog
- Once the application is submitted, the Police Chief will review prior history and the South Wood County Humane Society will contact the owner to do an in-home and exterior inspection.
- Notices will be sent to all property owners within a 500-foot radius of the requester's property and then the Town will schedule it for consideration at the next Plan Commission meeting.
- During the Plan Commission meeting, both the public and the applicant will have the opportunity to present their statements.
- The final decision on the permit will be made by the Plan Commission and recorded on the application form, signed by the Plan Commission Chairperson.
- After the Plan Commissions final decision, a copy of the application form will be mailed to the applicant.

### Annual Dog Exemption Renewal Process

- All permits will expire on December 31<sup>st</sup> of each year. The annual permit fee for households with 3 or more dogs is \$20 and must be paid to the Town by April 1<sup>st</sup> of each year.
- At the end of the year the Grand Rapids Police Department will evaluate all active permits for compliance, eligibility, and violations.
- The Plan Commission will meet following the Police Department evaluation of all active permits. Compliant permits will be eligible for renewal, and notices will be sent to applicants reminding them of the renewal fee and meeting.
- Upon revocation of application the Grand Rapids Police Department will be notified, and a letter of revocation will be sent to the owner, requesting compliance, and noting the property will be checked for compliance 30 days from the mailing date.
- If you have moved or no longer have three or more dogs, it is your responsibility to notify the Town of Grand Rapids.
- After 30 days from receipt of the letter, if non-compliance has been determined, the Grand Rapids Police Department will issue citations for each day of non-compliance retroactive to the date of receipt of the letter, in accordance with Ordinance #39 – Schedule of Fees and Forfeitures.