



## Kennel Facilities License Application Instruction Sheet

### In order to be processed this application must be accompanied by the following:

- \$200 Kennel License Fee (Municipal Code 2-2-1-B-2)
- A completed Town of Olathe Business License Application and \$20 Fee.
- A certificate of applicant's business in good standing from the Colorado Secretary of State.
- A Copy of applicant's State Colorado Business Sales Tax License.
- A copy of applicant's current State of Colorado Pet Animal Care Facility Act License (PACFA)
- A premises plan showing the design, construction and maintenance of the premises that allows no nuisance, health or safety hazards to exist and a detailed plan for containment of odors and noise.

### Conditions of Approval:

- Applicant must read and understand all applicable Town of Olathe laws regarding the keeping of dogs.
- The Town Board will issue a kennel license only after applicant meets all requirements.
- The applicant understands the kennel may only be used for commercial boarding and breeding of dogs.
- The Town Board may impose conditions on the permit as necessary to protect the public health and welfare.
- Kennel licenses are issued from January 1 through December 31 and must be renewed annually.
- Town of Olathe has the right to enter upon the premises for purposes of inspection at all reasonable times.
- The Town Board following reasonable notice and hearing may revoke any license granted hereunder for a violation of the requirements of Olathe Municipal Code 2-2-11.

### New or Renewal: Check whether this is a new application or a renewal application.

- Newly established business
- Business with a change of ownership
- Facilities that have moved locations
- Renewal of existing license

**KENNEL APPLICATION**

**BUSINESS NAME:** List the legal name of the business and include a Certificate in Good Standing for that business from the Colorado Secretary of State.

**PERSON'S FULL LEGAL NAME:** List the primary business contact's legal first name, legal last name, and middle initial.

**MAILING ADDRESS:** List the primary business contact's mailing address where all correspondence and licenses should be mailed including town, state, zip code, and county.

**BUSINESS PHYSICAL ADDRESS:** List the location of the business.

**CONTACT PHONE #:** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** (Optional) \_\_\_\_\_

**ALTERNATE CONTACT NAME:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**DAYS & HOURS OF OPERATION**

Under penalty of law, I swear and certify all the information provided in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<b>OFFICE USE ONLY</b>	
Date Received _____	Received by _____
<input type="checkbox"/> Town License Fee Paid _____ \$200	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Copy of State Sales Tax License
<input type="checkbox"/> Copy of State of Colorado Pet Animal Care Facilities Act License Received	<input type="checkbox"/> Premises Nuisance, Health & Safety Plan
<input type="checkbox"/> Copy of Town of Olathe Business License	<input type="checkbox"/> Copy of SOS Certificates in Good Standing
<input type="checkbox"/> Submitted to Town Board _____	
<input type="checkbox"/> License Approved	Date License Issued _____ <input type="checkbox"/> License Denied
	Date Applicant Notified _____