



# TOWN OF OXFORD

## BOARD OF SELECTMEN

325 Main Street  
Oxford, MA 01540  
Phone (508) 987-6027 ext. 6  
Fax (508) 987-6248

### BOARD OF SELECTMEN POLICY #1205B

#### LICENSE FOR EGG LAYING CHICKENS AND DUCKS

##### **Purpose:**

This policy proscribes the process for licensing egg-laying chickens and/or ducks (females only) in quantities of six (6) and under. Chickens and/or ducks in quantities of seven (7) and over and all other animals or birds, other than customary household pets, are excluded from all zoning districts except upon grant of a special permit by the Board of Selectmen in accordance with the Oxford Zoning By-Law.

##### **Procedure:**

1. Prior to submitting an application to the Board of Selectmen, the applicant must first submit a plan to the Animal Control Officer for their review. The plan may be mailed to: Animal Control Officer, 325 Main Street, Oxford, MA 01540 or emailed to: [acontrol@oxfordma.us](mailto:acontrol@oxfordma.us). The plan must include the following:
  - a. A diagram of the property, including abutting properties, and the location of the facilities necessary for sheltering the chickens and/or ducks (may be hand drawn).
  - b. Measures to reduce odors and flies, including animal waste storage and removal systems.
  - c. The number and type of animals requested.
  - d. Measures to prevent noise, runoff, and interference with abutters quiet enjoyment of their property.

The Animal Control Officer or their designee will review the plan, inspect the site, and discuss the plan with abutters. The Animal Control Officer will submit their comments and/or recommendations to the Board of Selectmen.

2. The applicant must contact the Assessor's Office and request a Certified List of Abutters. The cost is \$10.00.

3. The applicant must submit a completed application packet to the Board of Selectmen's Office. The application packet may be mailed to: Board of Selectmen, 325 Main Street, Oxford, MA 01540 or emailed to: [bos@oxfordma.us](mailto:bos@oxfordma.us). A completed application packet shall include the following:
  - a. A completed License Application for Egg-Laying Chickens and/or Ducks.
  - b. The plan submitted to the Animal Control Agent.
  - c. A copy of the Certified List of Abutters.
4. Once the Selectmen's Office has received the completed application packet, the Office will send a copy of the application to the Board of Health, Conservation Commission, and Board of Health for comment.
5. A Public Hearing will be scheduled. Notice of the Public Hearing will be posted with the Town Clerk, posted on the Town website, and mailed by the Selectmen's Office to the abutters.
6. At the Public Hearing, the applicant and abutters will be permitted to make comments and ask questions.
7. If approved, the Board of Selectmen will issue parameters for the license. In addition, the applicant must provide a \$40.00 license fee.
8. Licenses are issued for a one-year term. Licenses are specific to the applicant listed on the application at the location listed on the application.
9. Licenses must be renewed annually by the applicant before the anniversary date of issue. The license renewal fee is \$20.00. Prior to renewal, the Selectmen's Office will communicate with the Animal Control Officer who will determine whether the license should be formally discussed with the licensee, Animal Control Officer, and others as determined by the Animal Control Officer or the Board of Selectmen during an open meeting of the Board of Selectmen.
10. The Animal Control Officer shall conduct annual coop inspections.

**Adopted by Board of Selectmen: October 7, 2020**  
**Approved by Attorney General: February 11, 2021**  
**Ratified by Board of Selectmen: March 16, 2021**



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## BOARD OF SELECTMEN

325 Main Street  
Oxford, MA 01540  
Phone (508) 987-6027 ext. 6  
Fax (508) 987-3706  
[bos@oxfordma.us](mailto:bos@oxfordma.us)

## APPLICATION LICENSE FOR EGG LAYING CHICKENS AND DUCKS

**(TOTAL QUANTITY OF 6 AND UNDER\*)**

Fee: \$40.00

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

**SUBJECT PROPERTY:**

**STREET LOCATION:** \_\_\_\_\_

**ASSESSOR'S REFERENCE (MAP AND PARCEL):**

OWNER'S NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

**DESCRIPTION:** (Describe briefly any pertinent information about the chickens and/or ducks; i.e. breed and number of animals)

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Signature of Applicant and Date

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Signature of Property Owner (if Different than  
Applicant) and Date

*\*If quantity is greater than 6, the applicant must apply for a special permit.*



# TOWN OF OXFORD

## Board of Assessors

Alexander Sendzik-MAA, Town Assessor  
325 Main Street, Oxford, MA 01540  
Phone (508) 987-6038 ext. 1051  
Fax (508) 987-3706  
[assessor@oxfordma.us](mailto:assessor@oxfordma.us)

### ABUTTERS LIST REQUEST FORM

DATE: \_\_\_\_\_

MAP \_\_\_\_\_

PARCEL \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

#### TOWN DEPARTMENT REQUIRING LIST:

- Board of Health - 100'
- Board of Selectman – 300'
- Conservation - 100'
- Planning Board (site review) - 300'
- Zoning Board of Appeals – 300'
- Other

PURPOSE: \_\_\_\_\_

**\$10 Fee**

Please remit to: Town of Oxford- Assessor 325 Main Street Oxford, MA 01540

Assessor Space Only  
\_\_\_\_ PAYMENT RECEIVED \_\_\_\_ Check \_\_\_\_ Cash