



### **SPECIAL PERMIT FOR ANIMALS DIRECTIONS**

Before completing the application, applicants should review the "Guidelines for Permits for Animals Not Covered by Town By-Laws or Statutes."

1. The applicant must write a "letter of intent" to the Zoning Enforcement Officer requesting written approval that the land is properly zoned for the requested animal(s). The letter of intent may be mailed to Building Inspector, 325 Main Street, Oxford. MA 01540 or emailed to [building@oxfordma.us](mailto:building@oxfordma.us).
2. The applicant must 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 specifications:
  - a. A diagram of the property including abutters and the location of facilities necessary for sheltering all animals (may be hand drawn)
  - b. Indicate what measures will be taken to reduce odor and flies, including animal waste storage and removal systems
  - c. Indicate the number of animals requested to be included on the Special Permit
  - d. Specify what measures will be taken to prevent noise and runoff
3. The Applicant must obtain a Certified List of Abutters. This can be obtained by contacting the Assessor's Office. The cost is \$10.00.
4. The applicant submit a completed application packet to the Selectmen's Office containing:
  - a. A completed Special Permit Application
  - b. The letter of intent sent to the Building Inspector
  - c. The plan submitted to the Animal Control Agent
  - d. A payment in the amount of \$120.00 to advertise the Public Hearing in the Newspaper for two (2) consecutive weeks (\$60 each week).

Note: Checks should be made out to – "Town of Oxford."

5. Once the Selectmen's Office has received a completed application packet, a Public Hearing will be scheduled.
6. The applicant is responsible for sending the Public Hearing Notice to abutters via Certified Mail. The applicant is responsible for providing the Return Receipts and Green Cards to the Board of Selectmen's Office prior to the Public Hearing.
7. If approved at the Public Hearing, a Certificate of Action will be filed with the Town Clerk for an appeal period of 20 days. If there is no appeal after 20 days, the Selectmen's Office will be notified and the permit will be created.
8. The fee for the permit is \$50.00 and must be renewed annually by the applicant before the anniversary date of issue. Renewal reminders will be sent to the applicant approximately 1 month prior to expiration.

Important Notice: Special Permits must be attached to the deed of the property owner. This can be done at the Registry of Deeds in Worcester.



# TOWN OF OXFORD

## BOARD OF SELECTMEN

325 Main Street  
Oxford, MA 01540  
Phone (508) 987-6027 ext. 6  
Fax (508) 987-6248  
[bos@town.oxford.ma.us](mailto:bos@town.oxford.ma.us)

### GUIDELINES FOR PERMITS FOR ANIMALS NOT COVERED BY TOWN BY-LAWS OR STATUTES

1. Animals must be properly restrained.
2. Applicant must have adequate land.
3. Animals must not produce offensive odors or noise to neighbors.
4. A plan must be submitted with the following specifications:
  - a. Show the entire lot, with all abutters, and the location of facilities necessary for sheltering all animals.
  - b. Indicate on the plan what measures will be taken to reduce odor and flies, including animal waste storage and removal systems.
  - c. Determine how many animals will be allowed on the lot in relation to the plan. (One horse per acre, excluding house lot. – added by the Animal Control Director on 7/24/98).
  - d. Specify on the plan what measures will be taken to prevent noise problems and runoff.
  - e. Plan must comply with all Board of Health and Conservation Commission standards.
5. The Animal Control Officer/Animal Inspector will review the plan and inspect the site and discuss the permit with the abutters. Any comments and/or recommendations will be submitted to the Board of Selectmen to determine whether or not a permit shall be issued.
6. In any event, no cattle, sheep, goats, pigs, rabbits, or other grazing animals; chickens, roosters, ducks, geese, or other fowl shall be kept in the Central Business, General Business, Office Professional, Highway Interchange, Industrial, Light Industrial, or Airport District Zones.
7. Exemptions may be allowed if it is determined by the Animal Control Officer/Animal Inspector that there is sufficient land to harbor animals.
8. The permit must be renewed annually on the date of issue.
9. The guidelines are effective as of October 7, 1987, which is the date of acceptance of the Oxford Zoning By-Laws. The guidelines were adopted by the Board of Selectmen on June 13, 1989.



# TOWN OF OXFORD

## BOARD OF SELECTMEN

*Dennis E. Lamarche, Chairman*  
325 Main Street  
Oxford, MA 01540  
Phone (508) 987-6027 ext. 6  
Fax (508) 987-6248

### ***APPLICATION FOR SPECIAL PERMIT FOR ANIMALS***

***FEE: \$50.00***

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

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

**SUBJECT PROPERTY:**

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

**ASSESSOR'S REFERENCE: MAP AND PARCEL:** \_\_\_\_\_

**REGISTRY OF DEEDS: BOOK** \_\_\_\_\_ **PAGE** \_\_\_\_\_

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

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

**DESCRIPTION:** (Describe briefly any pertinent information about the animals; e.g. type and number of animals)

---

---

---

**(SIGNATURE OF APPLICANT)**

**(DATE)**

**(SIGNATURE OF OWNER)**

**(DATE)**