RE: Waushara County Dog Kennel Regulations

This informational packet is intended to assist landowners who are interested in establishing a dog kennel in Waushara County. Generally speaking, dog kennels are governed by various administrative codes, state statutes, and local zoning and animal health regulations, and are administered locally by the following departments:

**The Waushara County Humane Officer** in the Waushara County Sheriff’s Department is responsible for the general health and welfare of the animal, and responds to animal abuse complaints.

**The Waushara County Health Inspector** in the Waushara County Public Health Department does annual inspections of all dog kennels, examines vaccination records, and assures adequate food, water, and shelter are being provided. (Attached for your reference is a copy of the inspection report form that will be used at the time of inspection.)

**The Waushara County Clerk** in the Waushara County Courthouse issues all individual dog licenses and kennel licenses in accordance with the Wisconsin Statutes. A kennel license cannot be issued until after Zoning approval is obtained, and inspection by Public Health Department is conducted. (Attached for your reference is a notice from the County Clerk regarding statutes outlining the requirements for dog licensing and associated fees.)

**The Waushara County Zoning Office** requires that a conditional use permit be obtained following public hearing review, but prior to any new dog kennel being established on a property in unincorporated areas of Waushara County under county zoning jurisdiction. For zoning regulations within a City or incorporated Village, please check with the respective municipal clerk. (Please refer to the separate packet titled “Conditional Use Public Hearing Guide” for additional info.)

**What is a Dog Kennel?**

The County definition of a dog kennel is “A place where more than two adult dogs are boarded for a fee on a recurrent basis, or a place where more than five adult dogs are kept for any purpose.” A dog is considered an adult dog if it is five months of age or older. If you meet or exceed this definition, you will need to obtain all permits, approvals, and inspections outlined in this packet if your property is under County Zoning jurisdiction.
If I want to start a Dog Kennel, where do I begin?
Contact the Waushara County Zoning Office and we'll get you started in the right direction. We will verify the property is within our jurisdiction, and explain other requirements and regulations as they apply to your property. A detailed site plan is required, including the size and location of the cages, pens and runs, and the location of the kennel in relationship to neighboring properties, homes, and nearby wells. (A sample site plan is enclosed for your reference.)

How will I need to construct my dog kennel, and what sort of standards do I need to follow regarding the kennel itself and the handling of the animals?
Kennels, cages, pens and runs need to be constructed to county and state standards. Refer to Wis. Admin Code ATCP ch. 16 for specific requirements. Animals must have proper vaccinations and be cared for in a safe and humane manner. Please refer to the attached “Dog Facility Inspection Report” for the requirements for kennels and the handling of animals from the Waushara County Health Department.

Lastly - A list of contacts are included. All applicants are encouraged to discuss the details of the proposed Kennel with these entities, as well as the township in which the kennel will reside, and surrounding landowners.
If I have more questions, who can I contact?

For additional general information, and information on the conditional use public hearing requirements, contact:
Waushara County Zoning Office
P.O. Box 1109
Wautoma, WI  54982
Phone (920)787-0453
FAX (920)787-6516
E mail  lcc.zoning@co.waushara.wi.us

For more information on annual inspections of all dog kennels, vaccination records, and other kennel requirements, contact:
Mary Roble, Health Inspector
Waushara County Health Department
P.O. Box 837
Wautoma, WI  54982
Phone (920)787-6536
Fax (920)787-6511
E Mail mary.roble@co.waushara.wi.us

For more information on rabies vaccinations, health and welfare of animals in general and animal abuse complaints, contact:
Waushara County Humane Officer
Waushara County Sheriff’s Department
430 East Division Street
Wautoma, WI  54982
Phone (920)-787-3321

For more information on dog licenses, kennel licenses and fees, contact:
Megan Kapp, Waushara County Clerk
P.O. Box 488
Wautoma, WI  54982
Phone (920)787-0442

You can also visit the Waushara County web site at www.waushara.wi.us and follow the links to the respective Departments for more information and additional contacts.