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 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. (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, 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, other than a dog breeding facility as defined per ATCP 16 which is prohibited.” 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.

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 lcd.zoning@co.waushara.wi.us

For more information on annual inspections of all dog kennels, vaccination records, and other kennel requirements, contact:
Mary Robl, Health Inspector
Waushara County Health Department
P.O. Box 837
Wautoma, WI 54982
Phone (920)787-6536
Fax (920)787-6511
E Mail mary.robl@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
Angel Jannusch
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.
**Taken From Section 58-9 – Definitions.**

*Kennel* means 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, other than a dog breeding facility as defined per ATCP 16 which is prohibited. For the purposes of enforcement, any dog five months of age or older is considered an adult dog.

**Taken From Section 58-236 – Selected conditional uses.**

(18) *Kennels.* Establishment of kennels shall only be established in conformance with all applicable state and local regulations, including any recommendations of the county humane officer, who shall be notified of any conditional use prior to the public hearing. In addition, the following shall be considered as minimum standards in the development of such kennels:

a. All kennels must meet the requirements of Administrative Rule ATCP *ch. 16.*

b. If a kennel is required to be licensed by the state department of agriculture, trade and consumer protection, a copy of the approved license must be presented to the land conservation and zoning office within 30 days of the approval of a conditional use permit. Copies of licenses must be submitted to the land conservation and zoning office on an annual basis within ten days of receipt of the license.

c. All kennels not covered under subsection b. above, a copy of the approved kennel license issued by the county clerk must be presented to the land conservation and zoning office within 30 days of the approval of the conditional use permit. Copies of licenses must be submitted to the land conservation and zoning office on an annual basis within ten days of receipt of the license.

d. All kennels established under this chapter shall meet DNR well setback requirements.

e. Any kennel not submitting its required annual license with the land conservation and zoning department shall have its conditional use permit revoked.

f. These standards are to be considered minimum requirements. Additional requirements may be established on a case-by-case basis at the discretion of the Waushara County Health Department and the Waushara County Humane Officer.

**Taken From Section 58-454 – Conditional uses.**

Conditional uses in the A-G-* zone are as follows:

(11) Dog kennel, when located not less than 300 feet from any residential building other than that of the owner of such kennel, his agent or employee.
NOTICE

TO ALL DOG OWNERS
OF WAUSHARA COUNTY

Pursuant to Sec. 174.052, Wisconsin Statutes, notice is hereby given to all owners of dogs in Waushara County that rabies vaccinations and dog licenses are required under the statutes, and that late fees will be assessed as of April 1, 2019.

Vaccination by a veterinarian against rabies of all dogs is required under Sec. 95.21(2) within thirty (30) days after the dog reaches four (4) months of age and revaccinated within one (1) year of the initial vaccination.

The owner of a dog shall have the dog revaccinated against rabies by a veterinarian before the day that the immunization expires as stated on the certificate of vaccination or, if no date is specified, within three (3) years after the previous vaccination.

If the owner obtains the dog or brings the dog into this state after the dog reached four months of age, the owner shall have the dog vaccinated against rabies within 30 days after the dog is obtained or brought into the state unless the dog has been vaccinated as evidenced by a current certificate of rabies vaccination from this state or another state.

All dogs five (5) months of age or older require a license. License year for all dog licenses is based on a calendar year. Proof of current immunization against rabies must be presented at the time the license is requested. If you cannot find your dog’s rabies shot vaccination certificate, a duplicate copy should be obtained from your veterinarian.

2019 LICENSE FEES ARE: $10.00 FOR UNNEUTERED OR UNSPAYED DOGS AND $5.00 FOR NEUTERED OR SPAYED DOGS, UPON PRESENTATION OF EVIDENCE ATTESTING THE SAME. MULTIPLE DOG LICENSE (KENNEL) FEE IS $35.00 FOR THE FIRST TWELVE (12) DOGS, WITH $3.00 FOR EACH ADDITIONAL DOG OVER TWELVE (12).

PENALTIES

A late fee of $5.00 shall be assessed the owner of each dog five (5) months of age or over who fails to obtain a dog license prior to April 1 of the license year. An owner who fails to have a dog vaccinated against rabies as required by statute may be required to forfeit not less than $50.00 nor more than $100.00. The County Clerk’s Office will sell 2019 dog licenses for any municipality that has authorized Waushara County to be a “collecting official”.  

/s/ Megan Kapp, County Clerk