



Frequently Asked Questions:

Who needs to apply?

Any person, family, or business wishing to keep more than two (2) dogs, but not more than four (4) dogs, at one address.

What do I do?

Obtain your permit application from the City of Albany Police Department website or the Albany Police Department front counter. Once completed, bring your form, proof of licensure for your dogs, your photo identification, and the \$50 non-refundable fee (**Cash/Credit/Debit Only**) to Meaza Ridley at the Albany Police Department. Be sure to list everyone residing at your address who is over the age of 11.

When will I receive my permit?

The Albany Police Department will run a background check on all applicants. Once you have been approved to receive your exception, you will be notified by the police department to pick up your approved permit.

What do I do now that I have an exception?

Once you have your exception permit, you must have it available should an officer come to your house for a call of any kind. Failure to have your exception permit in your home upon request may result in a citation. If you lose your permit, you can obtain a copy from the police department. Standard copy charges will apply.

General Information:

On July 8, 2009, the City Council adopted Ordinance Number 5718, amending Albany Municipal Code 6.04.015(2), allowing for exceptions to the limit of two adult dogs permitted on any property within the Albany city limits. The ordinance allows for:

- Any person, family or business to keep more than two (2) adult dogs, but not more than four (4) dogs, **if all of the following criteria are met:**
 - **The person has fully completed an application form provided by the City;**
 - **The applicant has provided proof that all of the adult dogs at the applicant's address are fully licensed by the county where the applicant resides;**
 - **Neither the applicant nor any person living with the applicant has been convicted of any ordinance, code or regulation concerning the care, possession, maintenance or control of an animal within five (5) years prior to applying; and**
 - **The applicant has paid a \$50 non-refundable application fee.**
- Exception permits are valid for three (3) years (January through December) and can be revoked at any time if the applicant or anyone living in the same household is convicted of any violation of animal regulations.
- The exception may also be revoked by the City Manager or his/her designee at any time upon finding that the exception holder is no longer eligible for the permit under the criteria.
- The City Manager shall provide a written explanation of grounds for revocation and give the exception holder an opportunity to be heard orally or in writing.
- The City Manager's decision is final.



PERMIT APPLICATION

Number of Dogs Permitted on Property Exception

\$50 NONREFUNDABLE FEE

Applicant:

Last Name: _____ First: _____ Middle: _____

Address: _____

Date of birth: _____ Social Security #: _____

House Phone: _____ Cell: _____ Other: _____

E-mail address: _____

Please list all individuals over age 11 who live with you. (List on back if necessary)

A background check will be done for each person at this address and listed on this application form to satisfy the requirements of AMC 6.04.015(2)(c).

Last Name: _____ First: _____ Middle: _____

Date of birth: _____ Social Security #: _____

E-mail: _____ Cell: _____ Other: _____

Last Name: _____ First: _____ Middle: _____

Date of birth: _____ Social Security #: _____

E-mail: _____ Cell: _____ Other: _____

Last Name: _____ First: _____ Middle: _____

Date of birth: _____ Social Security #: _____

E-mail: _____ Cell: _____ Other: _____

Last Name: _____ First: _____ Middle: _____

Date of birth: _____ Social Security #: _____

E-mail: _____ Cell: _____ Other: _____

Dogs at this address:



BREED _____

BREED _____

BREED _____

BREED _____

GENDER _____

GENDER _____

GENDER _____

GENDER _____

Yes No
SPAYED/NEUTERED?

Yes No
SPAYED/NEUTERED?

Yes No
SPAYED/NEUTERED?

Yes No
SPAYED/NEUTERED?

COUNTY LICENSE NUMBER
(MUST PROVIDE PROOF)

IDENTIFICATION CHIP NUMBER,
IF APPLICABLE

AMC 6.04.010 Dog License Required.

- (1) Any person, family, or business owning or keeping a dog which has a set of permanent canine teeth or is six months old, whichever comes first, shall license said dog(s) pursuant to the ordinances and/or regulations of the county wherein the dog is kept.
- (2) The license tag supplied by the county shall be attached securely to a collar or harness on the dog whenever the dog is outdoors and not contained within a fenced yard, enclosed pen, or by a chain on the property of the owner."

AMC 6.04.015

- (1) Except as provided in subsection (2) of this section, no person, family, or business shall keep more than two dogs past the age of six months on any property within the City except within a kennel which has been approved in accordance with the City of Albany Development Code regulations. For purposes of this section, a dog shall be deemed to be "kept" by any adult person who resides at the property on which the dog(s) is housed or maintained. A dog shall not be deemed "kept" if it is being temporarily cared for and is licensed to a third-party who is not a resident of the household.
- (2) Any person, family, or business wishing to keep more than two (2) dogs past the age of six (6) months as an exception to section (1) above may apply for a permit to do so and shall be issued a permit allowing the keeping of not more than four (4) if all of the following criteria are met:
 - (a) The applicant has fully completed an application in a form provided by the City Manager and/or his/her designee for that purpose; and
 - (b) The applicant has provided proof that all of the applicant's adult dogs are fully licensed by the county of the applicant's residence; and
 - (c) Neither the applicant, nor any person residing with the applicant have been convicted of the violation of any ordinance, code, or regulation, concerning the care, possession, maintenance, or control of an animal within five (5) years prior to the application; and
 - (d) The applicant has paid a fee of \$50.
- (3) The exception provided for in Section (2) shall be revoked without the need for any administrative or judicial action in the event that the exemption holder or any person residing with the exemption holder is or has been convicted of any violation of any animal control regulation of the City of Albany or Linn or Benton counties, or any other unit of government.
- (4) The exception to the two-dog limit set forth in subsection (2) above shall be valid for a period of three (3) years, after which a new application shall be required in the event that applicant wishes to continue the exemption.
- (5) The exemption provided for herein may be revoked at any time by the City Manager or his/her designee upon a finding that the exemption holder is no longer eligible for the exemption under the criteria set forth herein. The City Manager shall provide the permit exemption holder with a written notification of the grounds for revocation of the exemption and give the exemption holder an opportunity to be heard orally or in writing upon such reasonable terms as the City Manager may prescribe. The decision of the City Manager shall be final.

**OFFICE
USE
ONLY**

Applicants have not been convicted of any animal violations in the last five years.

Fee Paid (\$50), on: _____

Date for exemption review: _____