**TOWN OF WESTPORT**
WESTPORT, MASSACHUSETTS 02790

OFFICE OF BOARD OF HEALTH
856 MAIN ROAD

Tel: (508) 636-1015
Fax: (508) 636-1016
Health@Westport-MA.gov

# INSTRUCTIONS & INFORMATION
# TENANT FARM PERMIT APPLICATION

## When is a Tenant Farm Permit Required?

A Tenant Farm Permit is required for:

- The site or a part of the site (plot) at which livestock owned by two or more separate tenant operators is kept; or
- A tenant plot of less than two acres on which livestock owned by a sole tenant operator is kept.

## Who Must File an Application?

The property owner and tenant must file a joint application for each tenant plot.

## Fee:

The fee must be paid at the time the application is filed. No fee is required until a fee is established by regulation.

## Permit Term:

The permit is valid for one year from May 1 through April 30 of each year. A permit may be renewed annually upon application by the owner and tenant operator.

## Piggery and Equine Exception:

A tenant farm permit is not required when the livestock on a tenant plot is only pigs or only equines. In those cases, the tenant operator must obtain only a piggery or equine permit.

## What Information is Required to Complete the Application?

- Property location and ownership; property owner and tenant contact information.
- Listing of the kinds and number of animals to be kept on the tenant plot and whether animals will be bred.
- Descriptions of how manure, feed and pests are controlled.
- How livestock is confined to the tenant's plot.
- Site/Plot Map.
- Certifications.

**Manure Management Plan:**

The description of the plan in the application should describe how manure is stored, disposed, used or removed from the site and how it is kept to prevent it from becoming a nuisance or a source of contamination. The Plan or the Map should include the following information:

- Distance between a storage/disposal area to:
  - an abutting neighbor's house;
  - a potable water well
- Distance between a surface water (stream, pond, river) to the closest edge of the area where manure is placed.
- How areas where manure accumulates are cleaned to prevent unsanitary conditions.
- How the manure is stacked and covered/contained or separated by a vegetative buffer zone to keep stormwater or flooding from carrying it into surface waters.
- If manure is transported off site, the location(s) where it is taken and contact information of the transporter(s).

**Feed Plan:**

The description in the plan should describe how feed is stored to prevent livestock and vermin from getting access.

**Pest Plan:**

The description in the plan should described how manure, feed and animals are managed to prevent an infestation of pests such as flies and other disease carrying insects.

**Certifications:**

The owner and tenant operator must certify that:

- The information contained in the application is true and accurate. An inaccurate application will be rejected without a hearing.
- They have received a copy of and agree to abide by the regulations.
- They agree to allow a Board of Health Agent to access and inspect the property for compliance with the regulations. An inspection will be conducted prior to granting a permit. Inspections may also be conducted during the permit term.

**Map:**

The map should depict the layout of the tenant plots including dimensions and location of the tenant plots, livestock structures, distances from the tenant plots to boundaries and sensitive receptors.