



Neighborhood Beekeeping Notification Labels & Vicinity Map Request Form

Labels and Vicinity Map Fee: \$25.00 (Payable to City of Hillsboro). The mailing labels and map can be mailed to applicant for an additional \$2.50.

Notice: This is the first step of a two-step process to obtain a permit for keeping bees in Hillsboro. Prior to applying for an Animal Permit for beekeeping, the applicant must send notification to surrounding property owners of their intent to keep bees. The Planning Division will provide the applicant with mailing labels within 7 business days of receiving this completed request form and payment of fees. Mailing labels will be provided for a 300 foot notification area, which will expire 30 days after they are created. After notice has been sent, and no one in the vicinity declares a medically certified allergy related to bees, then the applicant may apply for an Animal Permit, which is a separate application with associated fees.

Please complete the following and submit to Development Services & Permitting Team for processing:

Site Tax Lot ID #: _____

Site Address: _____

Brief Description of Project: _____

Contact Name: _____

Phone #: _____

Mailing Address: _____

Email Address: _____

Please check one:

- I will pick up the labels Please mail the labels to the address above

Office Use Only

Date Request Received: _____ Taken in by: _____ Fees Received: \$ _____

Date Labels Printed: _____ Printed by: _____

May 4, 2023

Development Services & Permitting Center

Email Permits@Hillsboro-Oregon.gov Phone 503-681-6153 Fax 503-681-5250 Web Hillsboro-Oregon.gov/Permits

Date

Name

Address

City/State/Zip

RE: NOTICE OF BEEKEEPING ON *(INSERT ADDRESS)*

Dear Resident or Property Owner:

I am *(the owner)* of the property shown on the attached map, located at *(address if available or general description of location / cross street)*. This property can legally be identified as *(tax map and lot number)*.

(I / We) *(am / are)* considering keeping bees on this property. This notice is to allow person(s) with a medically certified allergy the opportunity to submit a written request that hives not be located on this site. Attached are the standards and guidelines for the City of Hillsboro Municipal Code Section 6.20.060 Bees.

Please feel free to contact *(me / us)* at *(phone number)* or *(e-mail address)* if you have any questions.

Sincerely,

(Name of property owner and, if applicable, name of renter)

§ 6.20.080 **Bees.**

A. Keeping Bees. Bees may be kept in the city consistent with the following standards:

1. The keeper is in compliance with HMC 6.20.080(B);
2. Bee hives / colonies may only be kept on single family residential property;
3. No more than three bee hives / colonies may be kept;
4. Bee hives / colonies may not be kept when a person who has a medically certified allergy to the sting of bees resides within 300 feet of the hives / colonies and has submitted to the city medical documentation and a written request that the hives / colonies be removed;
5. Products generated, such as honey, may not be sold from a residential property;
6. Bees must be contained consistent with the following standards:
 - a. All portions of the hives / colonies enclosure must be located behind the front building plane of the dwelling; and
 - b. All portions of the hives / colonies must either be located a minimum of 10 feet from any property line unless there is no barrier, such as a fence or hedge, that is at least six feet in height on all relevant property lines, in which case a minimum of 15 feet applies.
7. Beekeeping equipment must be kept consistent with the following standards:
 - a. All portions of the hives / colonies enclosure must be kept and maintained in a clean and sanitary condition at all times to prevent any condition which may be dangerous or detrimental to the health of the public or animals or constitute a nuisance; and
 - b. Unused equipment may not be in the open or otherwise accessible to bees.

B. Notification Process. Prior to keeping bees, a person must:

1. Prepare a notice stating intent to keep bees and the type of bee kept and mailing list, utilizing city approved templates;
2. Mail notice to adjacent property owners within 300 feet of the site two weeks prior to commencing bee keeping; and
3. Submit a written declaration to the city of compliance with the notification requirements in HMC 6.20.080(B)(1) and (2).

NEIGHBORHOOD BEEKEEPING NOTIFICATION

AFFIDAVIT OF MAILING

STATE OF OREGON)

SS

County of Washington)

I, _____, being duly sworn, say that on the _____ day of _____, 20_____ I caused to have mailed, to each persons on the attached list, a beekeeping notice, a copy of the Hillsboro beekeeping regulations, and a vicinity map. Copies of the above listed items are attached hereto and made a part thereof.

I further state that said notices were enclosed in envelopes plainly addressed to said persons and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20_____.

Notary Public for the State of _____

County of _____

My Commission expires: _____