



COMMUNITY CATS TRAP-NEUTER-RETURN PERMIT APPLICATION

COMMUNITY CATS TRAP-NEUTER-RETURN STANDARDS

This document serves to provide an overview of the Community Cat Trap-Neuter-Return (TNR) Program Standards established in West Hollywood Municipal Code (WHMC) Chapter 9.48.070. If you have any questions, please contact the Neighborhood and Business Safety Division at (323) 848-6516.

Community Cat TNR Requirements of [WHMC 9.48.070](#):

TNR Feeding and Trapping Requirements

1. The Permittee shall only use humane, properly functioning box traps or drop traps .
 - i. The Director may authorize other trapping methods if it is found to be a humane way to trap cats.
 - ii. Leg-hold traps, darts, and tranquilizers shall not be used.
2. Each trap shall be labeled with the date the trap was set, the TNR permit number, and the name and contact information of the person responsible for it.
3. The Permittee shall only feed and trap community cats as part of the TNR process on private property.
4. The Permittee shall not leave food unattended for the TNR Process for more than 60 minutes unless the food is kept in a feeding station that discourages or prevents other animals from accessing the food.
 - i. Feeding stations shall not be used unless they are located on private property which is entirely surrounded by a fence, wall, or other barrier that is at least six (6) feet in height
5. The Permittee shall promptly remove and properly dispose of any refuse, trash, or waste created by TNR feeding.

TNR Noticing.

1. The permittee shall provide written notice to surrounding properties within 150 feet of the planned TNR location at least 10 days prior to the placement of traps.
2. The notice shall include:
 - i. The locations of feeding and trapping devices;
 - ii. The feeding hours;
 - iii. Name and contact information for the TNR permittee; and
 - iv. A statement that any objection to the TNR shall be submitted in writing to the Department of Public Works.

Return of Community Cats.

1. Any community cat not suitable for adoption shall be returned to the colony from which they were trapped as part of the TNR process.

Annual Permit Renewal.

1. Permits may be renewed annually, and requests for renewal shall be submitted at least thirty (30) days prior to expiration of the existing permit on forms approved by the City. The permit may not be renewed if the Director makes any of the following determinations:
 - i. The permittee has not complied with the TNR requirements of this chapter;
 - ii. The permit application does not comply with the TNR permit requirements;

- iii. The permit application does not include all of the required information as set forth in this chapter;
- iv. A letter, received by the City, objecting to the location of feeder and/or trap has been submitted by a resident or property owner whose property is adjacent to the proposed location of the feeder and/or trap;
- v. The applicant has been previously issued a permit pursuant to this chapter and has violated the requirements of this chapter; or
- vi. The Director of Public Works has reported that the proposed location of a feeder or trap will interfere with public works' department activities.

Reporting Requirements.

1. Within 30 days following each trapping, the permittee shall provide to the Director the following information in an approved format or on a form provided by the City:
 - i. The address of the colony or TNR location from which TNR was conducted.
 - ii. The approximate number of cats in each colony.
 - iii. The number of cats trapped at each location.
 - iv. The breakdown between stray cats and community cats, to the extent known.
 - v. The approximate age of each cat trapped.
 - vi. Any health issues observed by the permittee or veterinarian.
 - vii. The number of cats put up for adoption or returned to the colony.

Exemptions.

1. Community cats shall not count towards the limits on the number of cats that may be kept at a residence pursuant to Section 10.28.038 of the Los Angeles County Code.
2. Engaging in TNR in accordance with this Section does not make an individual responsible for an animal under Penal Code Section 597 because the community cat is trapped solely for the purpose of neutering or adopting.
3. Community cats are exempt from the licensing and microchip requirements found in Title 10 of the Los Angeles County Code.



City of West Hollywood
California 1984

City of West Hollywood

COMMUNITY CATS

TRAP-NEUTER-RETURN PERMIT APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ Approved Denied Permit No. TNR- _____

Cage Loaned: Yes No Deposit Collected _____ CATCAGED Voucher Issued:

Pursuant to WHMC 9.48.070, a Trap-Neuter-Return (TNR) permit is required to be obtained prior to the feeding of community cats or engaging in TNR activities.

1. Any person engaging in TNR or providing custodial services shall first obtain or be listed on a TNR permit issued by the City.
2. A separate TNR permit shall be required for each community cat colony.
3. There is no fee for these permits.

“Community cat” means any stray or feral cat.

“Trap Neuter Return” or “TNR” is the practice whereby community cats are humanely trapped, taken to a veterinary hospital or spay/neuter facility where they are sterilized, vaccinated, ear tipped, and adopted or returned to their colony to be cared for until the end of their natural life.

Applicant Info

Applicant Name

Mailing Address

California ID

Phone and E-mail

Community Cat Health Care Provider

Please identify the agency or organization where sterilization and/or veterinary services will be provided.

Name

Address

Phone Number

Website (if any)

Voucher Desired? Yes No

Cat Colony Information

Property Address: _____ West Hollywood, CA _____

Assessor ID Number:* _____ <http://maps.assessor.lacounty.gov>

Approximate number of cats in colony

Number of Strays

Number of Feral
TNR Permit Application 5/23 3

Community Cat Custodians

List all persons who will be engaging in the feeding or trapping of the community cats under this permit:

| | |
|---------|----------------|
| _____ | _____ |
| Name | Phone Number |
| _____ | _____ |
| Address | E-mail Address |

| | |
|---------|----------------|
| _____ | _____ |
| Name | Phone Number |
| _____ | _____ |
| Address | E-mail Address |

| | |
|---------|----------------|
| _____ | _____ |
| Name | Phone Number |
| _____ | _____ |
| Address | E-mail Address |

Please provide a brief description of your proposed trapping and feeding schedule.

| |
|--|
| |
|--|

City trap and cover.

When available, a trap and cover may be borrowed for up to 15 days, provided the permittee has deposited a replacement fee and is actively trapping. Replacement fee will be refunded upon return of all equipment undamaged and fully cleaned.

I wish to borrow a city trap/cover and promise to return all city equipment promptly or upon request (initials):

Please attach a drawing or an overhead photo of the property and identify the location of each of the following:

1. The colony location
2. Any feeding locations*
3. Any trapping locations*

*Pursuant to WHMC 9.48.070, all feeding and trapping of community cats shall be done entirely on private property.

As the applicant, I have read, understand, and agree to abide by the permitting, operating, and reporting requirements found in WHMC 9.48.070 (Community Cats). Additionally, I affirm, under the penalty of perjury, that the information contained in this application is true and correct to the best of my knowledge.

Applicant Signature

Date