



SANDOVAL COUNTY
APPLICATION FOR HORSE FEEDING
PERMIT

RESOLUTION NO. 5-24-23-11C, RESOLUTION TO ESTABLISH A PERMIT PROCESS FOR THE FEEDING OF FREE-ROAMING HORSES, establishes this permit process for the health, safety, and general welfare of the citizens of Sandoval County, and seeks to provide a stable and safe environment for the care and oversight of free-roaming horses in the County. Criteria for applications are established in the Resolution and are included in this application. Applications will be accepted only from non-profit organizations and others currently applying to become a non-profit organization that meet the criteria of Resolution No. 5-24-23-11C. Documentation supporting non-profit status or showing pending application of non-profit status is required.

Applications will be accepted only from non-profit organizations which meet the criteria of Resolution No. 5-24-23-11C. The application shall be submitted to the Planning and Zoning Department with the required \$25.00 application fee. The fee must be submitted with the application. Only complete applications will be accepted.

The Horse Feeding Permit process is implemented by Ordinance No. 5-24-23.10.

THIS APPLICATION ALONG WITH A DETAILED SITE(S) PLAN AND ANY OTHER APPLICABLE DOCUMENTS AS REQUIRED, MUST BE SUBMITTED TO THE PLANNING & ZONING DEPARTMENT NO LATER THAN **30 DAYS** PRIOR TO ENGAGING IN FEEDING. Submittal of an application does not constitute approval. All applications will be reviewed first by a County equine consultant prior to the application's consideration by the Director of the Planning and Zoning Department. Approval of the application is determined by the Director of the Planning and Zoning Department.

NAME OF APPLICANT: _____

NAME OF 501(c)(3) ORGANIZATION IF DIFFERENT FROM NAME ABOVE:

CONTACT NAME: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

ADDRESS AND/OR LEGAL DESCRIPTION OF HORSE FEEDING SITE (ATTACH MAP):

TOTAL NUMBER OF STAFF AND/OR VOLUNTEERS: _____

Application Eligibility.

Only non-profit organizations which meet both of the following conditions shall be eligible to receive a horse feeding permit:

- A. It must be approved by the United States Internal Revenue Service as tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986.
- B. It must have demonstrated experience and knowledge in the care of horse management and protection.

Required Application Information.

The applicant shall supply the following information:

- A. IRS determination letter for organization's 501(c)(3) status; or the acknowledgement letter that Form 1023 has been submitted to the IRS.
- B. Full legal name of the organization;
- C. The jurisdiction in which the organization is incorporated;
- D. The physical address of the organization's office;
- E. The mailing address of the organization, if different;
- F. The name of a contact person at the organization;
- G. The telephone number of the contact person;
- H. The e-mail address of the contact person;
- I. The URL of the organization's website, if any;
- J. The location where horse feeding is proposed, including the address, parcel number, or legal description of the property;
- K. The length of time for which the permit is sought;
- L. A description of what kind of food, nutrients, or other substances which are to be provided to the horses;
- M. A description of the time and manner in which horses are to be fed;
- N. A description of the ability, skills, and knowledge of the care of horses of each individual connected to the organization who will be conducting and overseeing the horse feeding; and
- O. If the organization is not the owner of record of the proposed horse feeding location, the application must be signed by the owner of that location who must acknowledge that the owner agrees to the proposal.