

## VILLAGE OF MENOMONEE FALLS

W156 N8480 Pilgrim Road  
262-532-8700

# DISCHARGE OF **SHOTGUN** 2025-2026 PERMIT APPLICATION

## Instructions:

- \*Complete the personal information portion below.
- \*Obtain required information and signature of property owner(s) on the reverse side.  
(Land parcel must be 5 acres or more, and in an approved hunting area.)
- \*Return application to Police Department along with \$5.00 application fee.
- \*Incomplete applications will not be approved.

Please contact Diane Braatz at the Menomonee Falls Police Department Business Office (262-532-8760) with any questions.

**PERMIT PROCESSING MAY TAKE UP TO 72 HOURS**

## **HUNTER INFORMATION:**

Last Name	First Name	Middle Initial	Date of Birth
Street Address			Driver's License #
City	Zip Code		Home Telephone #
Age	Height	Weight	Eye Color
Hair Color			
DNR Customer #			

Vehicles that may be parked in area when you are hunting:

Make & Model \_\_\_\_\_  
Plate Number \_\_\_\_\_

I swear that the information provided on this application is true and correct.

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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

There is space below to obtain signatures from three property owners. If you wish to get permission from more than three landowners, you may obtain an additional form from the Police Department at no additional charge.

The applicant listed on the reverse side has permission to carry and discharge a **shotgun** on my property as listed below.

### **PROPERTY OWNER #1**

Print Property Owner Name	Telephone Number of Land Owner
Address or Location of Property	Number of Acres
Restrictions (if any)	Tax Key (Office use only)
Signature of Property Owner	Date

### **PROPERTY OWNER #2**

Print Property Owner Name	Telephone Number of Land Owner
Address or Location of Property	Number of Acres
Restrictions (if any)	
Signature of Property Owner	Date

### **PROPERTY OWNER #3**

Print Property Owner Name	Telephone Number of Land Owner
Address or Location of Property	Number of Acres
Restrictions (if any)	
Signature of Property Owner	Date

### **OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Location Verified \_\_\_\_\_ Record checked \_\_\_\_\_ DNR \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Reason for Denial: \_\_\_\_\_

Notified \_\_\_\_\_ Notes \_\_\_\_\_

Authority: \_\_\_\_\_

# IMPORTANT INFORMATION

## **Shotgun, Muzzleloader, Handgun and Rimfire Rifles Allowed**

- Only in approved hunting areas of the Village of Menomonee Falls.
- With signed permission from the landowner.
- With the proper State (DNR) license(s) and during designated hunting seasons.

In addition to geographical restrictions, no shotgun may be discharged within 500 feet of any building, public street, road or highway, nor shall the shot propelled by the discharge be permitted to pass upon the premises of another, public highways, or other public grounds (Municipal Ordinance 62-91).

## **Hunting Permit Application Procedure**

1. Obtain permit form from the Menomonee Falls Police Department or obtain a form from the Police Department website.
2. Complete the personal information on the permit form.
3. Obtain signed permission on the back of the respective form from each landowner. Be sure the land where you wish to hunt is approved for hunting.
4. Return the completed form with the landowners' signatures to the Menomonee Falls Police Department and pay the \$5.00 permit fee.
5. You will be called when your permit is approved and ready to be picked up. If the permit is denied, you will also be called and given an explanation as to why it was denied; a refund check for the permit will be mailed to you.

The hunting permit issued by the Menomonee Falls Police Department must be in the hunter's possession whenever hunting in the Village of Menomonee Falls. Permits expire August 31<sup>st</sup> of each year. Properties listed on the permits will be verified for appropriate hunting approval and landowner information.

## **Background Screening**

A records check will be done on every hunter. An applicant with a felony record will not be approved for a gun hunting permit. A DNR records check will also be completed on every hunter. If convicted of a DNR violation within the past year, a permit will not be issued. Due to background screening of hunting permits, approval of the application may take up to 72 hours to process. If you have any questions, please contact Diane Braatz at (262) 532-8760.