

# City of Willoughby Hills

35405 Chardon Road | Willoughby Hills, Ohio 44094 | (440) 946-1234 | Fax: (440) 975-3535

## Deer Hunting Permit Packet

Complete the following forms and return them to the Willoughby Hills Police Department Monday through Friday between 8:00 a.m. and 3:00 p.m.

- Hunting Application
- Permission to Hunt/Retrieve form(s)
- Archery Proficiency Test Form
- Willoughby Hills Hunting Agreement Form

When you return the forms and bring your Driver's License and State of Ohio Hunting License, Willoughby Hills will process your application by confirming property owner permission, proper lot size, acreage, and the number of combined parcels, if applicable, on the proposed property or properties. **There will be a \$25 fee for every permit issued.**

If your application is approved, you will be contacted by a representative of the city who will issue a 2023-24 deer hunting permit number, which must be displayed on your arrows/bolts that will be on your person while actively hunting.

While hunting in Willoughby Hills, you must know The State of Ohio hunting rules and regulations and the regulations on the Willoughby Hills Hunting Agreement Form.

If you harvest a deer, you must abide by the State of Ohio regulations on game checking and notify the Willoughby Hills Deer Management Administrator, Officer Michael Walsh, at the Police Department within 24 hours. Please use email [deermgt@willoughbyhillspolice.org](mailto:deermgt@willoughbyhillspolice.org). Provide the following information:

**Hunter's Name**

**Hunter's Permit Number**

**Date**

**Time**

**Location**

**Doe, Button Buck, Buck (which one?)**

**Number of Points**

**ALSO, provide a photograph of the deer if possible.**

The Chief of Police can revoke hunting privileges for any reason. Safety is the priority, and any improper or illegal behavior will result in relinquishing your permission to hunt in Willoughby Hills.

Any questions you have specific to the contents of this packet can be answered by emailing Officer Michael Walsh at [deermgt@willoughbyhillspolice.org](mailto:deermgt@willoughbyhillspolice.org)

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**2023-2024  
Application for Deer Hunting Permit  
Bow Hunting Only**

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Name			Address		
_____ City			( ) _____ State	_____ Zip	
_____ Date of Birth			_____ Phone Number		
_____ Driver's License Number					
_____ E-Mail Address					
_____ Vehicle Year		_____ Make	_____ Model	_____ State	_____ License Number

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Property Owner & Address of property owner granting permission to hunt on his/her property.

I understand that by signing this application I will abide by all the State laws, City Ordinances, and any other local regulations applicable to bow hunting for deer in the City of Willoughby Hills. I have permission to hunt ONLY on the property named above and CANNOT bring anyone else with me who has not properly applied for, and received, a hunting permit.

I further realize that any violation of the requirements may result in privileges revoked and/or criminal charges filed.

All applicants shall agree in writing to defend and indemnify the City for any negligent acts committed by the applicant.

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Management Coordinator

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Date

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Bow Hunter

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## Permission to Hunt/Retrieve

I, \_\_\_\_\_ (print property owner's full name) grant permission for \_\_\_\_\_ (print hunter's full name) to hunt deer / retrieve deer (circle either or both) on my property at \_\_\_\_\_ Willoughby Hills, Ohio, during the 2023- 2024 deer hunting season (bow hunting only). I understand that the hunter must comply with all state and local laws and receive a Deer Hunting Permit from the city of Willoughby Hills. I can be reached for verification at phone number \_\_\_\_\_.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

## HUNTER'S RELEASE AND WAIVER

I, \_\_\_\_\_ (hunter's name printed) in exchange for permission to hunt deer on the above-mentioned property, do hereby for myself, my heirs, executors, administrators, agents and assigns, fully and forever release and discharge the above-named property owner and spouse, if applicable, their heirs and assigns from any and all claims, demands, causes of action, damages, cost, loss of services, expenses and any and all claims whatsoever, both in law and equity, which could arise on account of my pursuit of hunting activities on the property and which might result in personal injury, death or property damage to myself.

\_\_\_\_\_  
Hunter's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hunter's Signature (print)

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## Archery Proficiency Test

In order to qualify to hunt in the city of Willoughby Hills, an archery proficiency test is required. The test will consist of taking five shots at an NFAA 40 cm target at 20 yards. No shots are to exceed the fourth ring; a minimum of 22 out of a possible 25 is required, and **there will be no practice shots prior to testing.**

Hunter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Date of test: \_\_\_\_\_

The above hunter took this archery proficiency test.

PERFECT SCORE: 25 MINIMAL ALLOWABLE SCORE: 22

Bow Type Used (circle one): Compound    Crossbow    Longbow

Test Score: \_\_\_\_\_ /25

Passed (circle one):    YES            NO

Testing Facility Name \_\_\_\_\_

Testing Facility Address \_\_\_\_\_ (City State, Zip Code)

Testing Witness Name \_\_\_\_\_ (print)

Testing Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

HUNTER SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

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## Hunting Agreement

The HUNTER shall have a valid hunting license and appropriate deer tags as required by the State of Ohio Division of Wildlife regulations for 2023-2024.

The HUNTER uses no weapon except a bow and arrow, longbow, compound bow, or crossbow during the hunting season.

The HUNTER shall provide proof of passing an archery proficiency test set by the city of Willoughby Hills.

The HUNTER must use the type of weapon they used to pass their archery proficiency test to deer hunt in Willoughby Hills (longbow/compound/crossbow).

The HUNTER agrees to hunt only within the HUNTING AREA approved by Willoughby Hills.

The HUNTER shall clearly mark his/her arrows/bolts with their city permit number or first and last name for hunter identification.

No hunting shall be permitted within one hundred (100) feet of the perimeter line of the total allowed area, shall further be prohibited within one hundred (100) feet of any residence, or public and private street or drive, and shall further be prohibited when a targeted deer is within one hundred (150) feet of any building, structure, or motor vehicle outside the total allowed area.

The HUNTER understands it is recommended to hunt from a tree stand.

The HUNTER shall immediately remove carcass and entrails from the OWNER'S PROPERTY unless the PROPERTY OWNER agrees to burial on the PROPERTY. Field dressing will be shielded from public view, and no entrails will be left in the open or plain view.

The HUNTER shall immediately notify the Willoughby Hills Police Department any time the HUNTER wounds a deer, loses sight of it, or cannot retrieve it without trespassing. Call the non-emergency number **(440) 942-9111**.

The HUNTER may track a wounded deer on public right of ways and public property; however, he/she is not allowed to carry his/her weapon onto public right of ways or public property. The HUNTER shall immediately notify the Willoughby Hills Police Department if a wounded deer is tracked onto a public right of way or public property and requires further measures for harvesting. Call the non-emergency number (440) 942-9111

Upon harvesting a deer, the hunter must abide by the State of Ohio regulations on game checking and notify the Willoughby Hills Deer Management Administrator, Officer Michael Walsh, at the Police Department within 24 hours. Please use email [deermgt@willoughbyhillspolice.org](mailto:deermgt@willoughbyhillspolice.org). **Provide the following information:**

**Hunter's Name, Hunter's Permit Number, Date, Time, Location**

**Doe, Button Buck, Buck (which one?)**

**Number of Points**

**Also, if possible, provide a photograph of the deer with the ODNR Number.**

The HUNTER agrees to follow all State of Ohio Division of Wildlife rules and regulations for deer hunting.

The Chief of Police or his designee may revoke anyone's permission to hunt in the city at any time if he/she determines it is in the public's best interest.

The Chief of Police or his designee may deem a property unsuitable or any portion thereof for hunting at any time if he/she determines it is in the public's best interest.

All applicants shall agree in writing to defend and indemnify the City for any negligent acts committed by the applicant.

\_\_\_\_\_  
Hunter Name (print)

\_\_\_\_\_  
Hunter Signature

\_\_\_\_\_  
Date