[DATE]

**Attention**:

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am writing to inform you that I am applying to the City of Spruce Grove for a hen keeping licence to keep (#) hens on my property under their Urban Hen Keeping Pilot Program.

A requirement of the application is to demonstrate that I have notified my neighbours of my intention to partake in hen keeping activities. In addition to the notification there are a number of requirements that will be on my licence and are as follows:

* The site and coop must be properly maintained to prevent (but not limited to) attracting nuisance animals, the spread of food over the property, and excessive smells or noise.
* Manure must be removed, discarded, and/or properly composted to prevent nuisance odours.
* Each site owner must complete an accepted urban hen keeping course. It is also recommended that for the first year each site have support and assistance from a

recognized mentor.

The City only grants hen keeping licences to applicants who meet the guidelines and the Hens Bylaw (C-1313-24). The licence would be valid for the two-year pilot program and continuation of the program will be reviewed based on the results. More information on the program can be found at sprucegrove.org/Hens.

Please note permission from neighbours to keep hens on my property is not needed; this letter is a courtesy to inform you of my intention to keep hens as required by the pilot program.

If you have any concerns that I am not able to address, please contact the City’s Planning & Development department at planningsupport@sprucegrove.org or 780-962-7582.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]