

SAMPLE NEIGHBOUR NOTIFICATION LETTER

[DATE]

Attention: [NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am applying to the City of Edmonton for a license to keep [#] hens on my property. A requirement of the application is to demonstrate that I have notified my neighbours of my intention to keep hens. In addition to the notification there are a number of requirements that will be on my license 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 orders
- 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.
- An initial inspection of the coop, hens, and site will be conducted prior to final site approval and license being granted from the City of Edmonton.

Please kindly sign this letter below and return to me as proof that you have been notified of my application for a hen license. This is not indicating you approve of this license but merely that you have been informed. If you have any concerns that I am not able to address, please feel free to contact the Animal Control Coordinator with the City of Edmonton at 311.

Thank you.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

I, _____, have been informed that my neighbour,

_____, is making an application to the City of Edmonton for a hen

license.

Print Name

Signature