



Planning and Development  
 315 Jespersen Ave, Spruce Grove, AB  
 Phone: 780-962-7582 | Fax: 780-962-1062

**URBAN HEN LICENCE – APPLICATION**

Business Hours: M-F: 8:30 am – 4:30 pm

1. Fill out all fields on the form below.
2. Sign, date and submit this form through one of the following options:

**In Person:** Planning and Development  
 315 Jespersen Ave  
 Spruce Grove, AB, T7X 3E8

**Mail form:** City of Spruce Grove  
 Attention: Planning and Development  
 315 Jespersen Ave  
 Spruce Grove, AB, T7X 3E8

**Email:** [planningsupport@sprucegrove.org](mailto:planningsupport@sprucegrove.org)

**Fax:** 780-962-1062

Your hen licence will be emailed to the email address provided below.

APPLICANT INFORMATION			
First/Last Name (Please Print)			
Phone Number		Email Address	
Address of Hen Coop			
Number of Hens Being Applied For			
<b>As the Applicant, I Confirm</b> (please indicate with an "X" in one of the following columns).		I am the registered owner of the property.	I have permission of the registered owner to make an application (include authorization form as part of your submission package).
PHYSICAL ADDRESS			
Suite:	Street Name/Number:	Street Name:	
City:	Province:	Post Code:	
MAILING ADDRESS		SAME AS PHYSICAL ADDRESS <input type="checkbox"/>	
Address Line 1:		City:	Province:
Address Line 2:		Post Code:	

ATTACHMENTS	
<input type="checkbox"/> Certificate of Title (Land Title) <b>*required</b> No more than 3 weeks old from time of application.	Can be obtained through a Registries office or <a href="http://www.spin.gov.ab.ca">www.spin.gov.ab.ca</a> .
<input type="checkbox"/> Written Authorization – Property Owner <b>*required if not the property owner</b> If you are not the registered property owner, consent to hen keeping is required by the owner.	Property owner authorization required.
<input type="checkbox"/> Adjacent Landowner Notification All adjoining neighbours must be notified of the applicant’s intent to participate in the hen keeping pilot program	Provide a list of all contacted neighbours including name and address.

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer the hen licence and other business-related programs. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.



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## URBAN HEN LICENCE – APPLICATION

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<input type="checkbox"/> <b>Hen Coop Site Drawings *required</b> - Coop must be located within a fully fenced rear yard and at grade level - Coop must be less than 9.2 m <sup>2</sup> - Setback measurements from side and rear property lines (minimum 1.2 m) - Setback measurements from surrounding structures on the property (minimum of 1.5 m from back of home and minimum of 3 m from any window and doors in the home and neighboring properties) - Height of the coop (must be no more than 1.8 m) - Area of the indoor hen coop (4 sq. ft. per/hen required) - Area of the outdoor coop run (10 sq. ft. per/hen required)	You may use an existing Real Property Report, an aerial photo from Google Maps, or a scaled drawing.
<input type="checkbox"/> <b>Hen Keeping Course Certificate *required</b>	For example, River City Chickens “Chickens 101” <a href="http://www.rivercitychickens.org">www.rivercitychickens.org</a> or Chicken Care Workshops
<input type="checkbox"/> Veterinarian contact information (business name, address, phone number and email) who can provide care to hens.	
<input type="checkbox"/> Contact information (name, address, phone number and email) of a mentor who can provide support and assistance with hen keeping.	
<input type="checkbox"/> Contact information (name, address, phone number and email) of a temporary caregiver who may assist with hen keeping duties in the absence of the applicant.	

**Please read the following Terms, Conditions & Acknowledgement and provide signature.**

<b>TERMS, CONDITIONS &amp; ACKNOWLEDGMENT</b>
I have read and agree to comply with the City of Spruce Grove’s Bylaw C-1313-24.
I agree to keep a minimum of three hens and a maximum of six hens, all hens must be a minimum of 16 weeks old. Roosters are prohibited, as well as the sale of eggs is prohibited.
I understand that the City may refuse to issue, or renew a Hen Licence, due to the submission of false information, outstanding unpaid fines, incomplete application, known offence involving abuse, mistreatment, or negligent treatment of keeping of animals, or non-compliance with municipal and provincial legislation.
I understand that failure to abide by all requirements of Bylaw C-1313-24 and the <i>Animal Health Act</i> , as amended, after I have received my Hen Licence, may result in the Hen Licence being revoked.
I am 18 years old or older.
I agree to an annual site inspection occurring in the month of September (prior to September 30th) and an inspection once licence has been issued.
I understand that a Hen Licence is required for hen keeping in the City of Spruce Grove. The licence is valid until the end of year of the approval date on the licence provided to the hen owner at the site inspection, which indicates all Terms and Conditions of the licence are being met. An annual no fee renewal is applicable provided annual inspections are satisfactory.
I understand that I must build my hen coop according to drawings approved by the City. Any future changes must be provided to the City for another review prior to making modifications to the hen coop.
Should my Hen Licence be approved, I understand that I need to send the City a copy of my Premise Identification (PID) number issued by Alberta Agriculture and Forestry for the subject property, within 21 days from the initial date of issuance.
To mitigate disease transmission, I will ensure hens do not come in contact with other animals and that they are contained in their coop or enclosed run at all times. Hens are not permitted to run freely in a backyard.

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This Hen licence does not exempt hen keepers from the requirements of any Federal, Provincial or Municipal legislation, permitting, lease or housing agreement.

I must ensure hens have adequate food and water; that I provide adequate care when hens are ill or wounded; that I provide reasonable protection from extreme heat or cold; and that I must provide adequate shelter, ventilation, and space for hens.

I must dispose of bedding, feed, and feces in accordance with the City of Spruce Grove Bylaws. Hen waste products are prohibited from entering the storm drainage system or neighboring properties.

If I am unable to care for the hens at any point, I am responsible for the costs incurred to relocate the hens and coop and this is not the City of Spruce Grove’s financial obligation.

I will work with my vet who specializes in livestock to handle disposal of deceased hens. Hens must not be slaughtered within City limits.

I acknowledge that the hen keeping program is a two-year pilot project, and that the City of Spruce Grove has the discretion to terminate the project at any time or not to continue with the project. I am aware of the possibility of termination, and that the City of Spruce Grove will not be responsible for any costs incurred by the participant in relation to the project.

**I hereby certify that the above information is true and properly sets out the hen keeping which is presently carried on by the applicant or property owner. Approval of this licence does not exempt the applicant from obtaining necessary permits required through Municipal Bylaws and Provincial Statutory Regulations.**

<b>Applicant Signature</b>	<b>Date</b>

**LICENCE FEE: \$50**