



Planning & Development, City of St. Albert
 2nd Floor, 5 St. Anne Street
 St. Albert, AB T8N 3Z9

780-459-1642
hens@stalbert.ca

FOR OFFICE ONLY	
Date Received:	
Date Reviewed:	

HEN LICENCE APPLICATION

Name:
Full Address:
Phone Number:
Email Address:
Address of Hen Coop:
Number of Hens Interested:

ATTACHMENTS (Please add '✓' where applicable)		
YES	N/A	
		1. Certificate of Title (Land Title) To be issued no more than two (2) weeks from the date of this application being submitted.
		2. Written Authorization If the applicant is not the registered owner of the subject property, written authorization from the registered owner consenting to hen keeping on the subject property is required.
		3. Neighbour Notification Letters If you are adjoining an apartment building, church, or school, please notify the property manager or school principal. If you are adjoining City lands, such as parks, notification is not required. If an adjoining property is undeveloped or vacant, notification is not required.
		4. Hen Coop Drawings You may use an existing Real Property Report, an aerial photo from Google Maps, or a scaled drawing. Please ensure the following is shown: <ul style="list-style-type: none"> <input type="checkbox"/> Coop must be located within a fully fenced rear yard and at grade level <input type="checkbox"/> Setback measurements from side and rear property lines <input type="checkbox"/> Setback measurements from surrounding structures on the property <input type="checkbox"/> Height of the hen coop <input type="checkbox"/> Area of the indoor hen coop (4 sq. ft./hen required) <input type="checkbox"/> Area of the outdoor coop run (10 sq. ft./hen required)
		5. Development Permit Application If the proposed hen coop exceeds the standard requirements for an accessory building, i.e. greater than 100 sq. ft. and taller than 12 feet.

ATTACHMENTS (Please add '✓' where applicable)		
YES	N/A	
		6. Course Certificate Please attach a copy of your certificate indicating that you have completed a training course.
		7. Licence Fee Please check one of the following boxes on how you would like to pay: <ul style="list-style-type: none"> <input type="checkbox"/> In person with cash, cheque, or credit card, at the Planning & Engineering Department on the 2nd Floor, 5 St. Anne Street. <input type="checkbox"/> Mailing a cheque made payable to the City of St. Albert. <input type="checkbox"/> Online with your file number and credit card information. Your file number and a link to the online payment system will be provided after your application is submitted.

TERMS AND CONDITIONS
<input type="checkbox"/> I have read and agree to comply with the City of St. Albert's Bylaw 32/2018. <input type="checkbox"/> 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. <input type="checkbox"/> I understand that failure to abide by all requirements of Bylaw 32/2018 and the <i>Animal Health Act</i> , after I have received my Hen Licence, may result in the Hen Licence being revoked. <input type="checkbox"/> I am 18 years old or older. <input type="checkbox"/> I understand that a Hen Licence is required for hen keeping in the City of St. Albert, and is valid for one (1) year following the date of approval. <input type="checkbox"/> 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, before making modifications to the hen coop. <input type="checkbox"/> 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.

Signature of Applicant

Date

Personal information on this form is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information will be used to process this application for the purpose of issuing a Hen Licence.