

URBAN HEN KEEPING License Application



Please complete this form and attach all supporting documents to make a complete application package. To submit the application package to the City of Cold Lake, applicants may email their application to planning@coldlake.com, alternatively applicants can drop their application forms off at City Hall located at 5513-48 Avenue.

City approval of this application will grant the applicant a license to keep hens for the duration of one year commencing on the date that the license is issued to the applicant (July 1- June 30). The license will expire after one year, and the applicant will need to renew their license to further keep hens in their back yard.

Prior to completing this application form, applicants must read the Urban Hen Keeping Bylaw (704-AD-21). Failure to maintain and abide by all requirements of the Urban Hen Keeping Bylaw (704-AD-21), the Urban Hen Keeping Guidelines and/or applicable Provincial regulations will lead to a license being revoked, and the hens must be removed from the property at the applicant's expense.

Keeping hens without a license will result in a charge under the Animal Care and Control Bylaw (535-PL-14), and the Urban Hen Keeping Bylaw (704-AD-21).

APPLICANT INFORMATION

| | | |
|----------------------|---------------|------------------|
| Full Name (Printed): | | |
| Email Address: | Phone Number: | Mailing Address: |

- I currently reside at the property
 I am the registered owner of the property
 I am 18 years of age or older
- I am a tenant at this property and have received consent from the property owner (please attach written consent to this application)
**Failure to provide written consent from the property owner may result in a rejected application*

SITE INFORMATION

| | |
|---|--------------|
| Address: | |
| Description of hen coop, and details about coop structure (please refer to Section 7 of the Urban Hen Keeping Bylaw (704-AD-21)): | |
| Number of hens: | Age of hens: |

- Site sketch provided complete with hen enclosure location relative to adjacent properties and residential buildings, coop and run areas, and associated setback distances. *Acceptable site sketches may be produced using an existing real property report, an aerial photo from the City's GIS map, or a scaled drawing (see Bylaw 704-AD-21 for example site sketch).

COMPLIANCE WITH URBAN HEN KEEPING GUIDELINES

Checking "NO" to any of the following may result in an unsuccessful application.

- Will the hen enclosure be located in a fenced yard? YES NO
- Will the hen enclosure be located a minimum of 1.2m from all adjacent property lines? YES NO
- Will the hen enclosure be located a minimum of 3m from windows and doors of the residential structure on the property and any neighboring residence? YES NO
- Will the hen enclosure be located a minimum of 1.5m from the residential structure on the property? YES NO

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TERMS AND CONDITIONS

**Applicant must ensure they have met all of the licensing requirements and submitted all required documentation. Check all that apply.*

| | | |
|--|--|--|
| <input type="checkbox"/> I have registered for a Premises Identification Number (PID) and my number is: | | |
| <input type="checkbox"/> I have completed and attached a task checklist to support my hen keeping activities and will stay compliant with the Urban Hen Keeping Guidelines and the Animal Care and Control Bylaw (535-PL-14). | | |
| <input type="checkbox"/> I have a plan for how to manage organic waste from my hens that will not result in odor issues or unsightly premises as per the City of Cold Lake Community Standards Bylaw (538-PL-14). | | |
| <input type="checkbox"/> I agree to immediately notify the Licensing Authority or Peace Officer, and the Province as required, of any disease or welfare issues that arise and to take all necessary steps to rectify the situation. | | |
| The nearest qualified veterinarian(s) to my residence that accept hens are: | | |
| <input type="checkbox"/> I have taken an Urban Hen Keeping training course (ex. Chicken 101) <i>*Certificate of completion is required. Failure to provide a certificate of completion may result in an unsuccessful application.</i> | | |
| <i>This section is optional (a mentor is not required to fill an application)</i> | | |
| <input type="checkbox"/> I have contacted a local hen keeping association/community for mentorship or I am in the process of establishing a relationship with a mentor. | | |
| Mentor or Association/Community name: | Mentor email address: | |
| Mentor phone number: | Mentor experience: | |
| <input type="checkbox"/> I have notified my neighbor(s) whose properties are immediately adjacent to my rear yard, including those across the back lane (where applicable) that I intend to apply for a Urban Hen Keeping license and that this requires building hen keeping structures on my property. Please list the names, addresses and contact details of the neighbors you have notified. | | |
| <input type="checkbox"/> I have read and understood the Urban Hen Keeping Guidelines and the Animal Care and Control Bylaw (535-PL-14) | | |
| <input type="checkbox"/> I acknowledge that Urban Hen Keeping on the property may require periodic inspections by the City of Cold Lake. | | |
| <input type="checkbox"/> I understand that after receiving my license, failure to maintain and abide by all requirements outlined in the Urban Hen Keeping Guidelines, the Animal Care and Control Bylaw (535-PL-14) and all applicable Provincial regulations will result in my license being revoked, and all hens must be removed from the premises within 14 days at my own expense. | | |
| <input type="checkbox"/> I understand that the City of Cold Lake has the authority to cancel the program with 14 days' notice and all hens must be removed from the property at my own expense. | | |
| <input type="checkbox"/> I understand that the license issued through this application process is valid for the applicant and the property only as described above in sections Applicant Information and Site Information . Any changes in the information as described above (ex. applicant moves to a different address, applicant moves coop location within existing yard) will render the license void. | | |
| <input type="checkbox"/> I understand that I am applying for a license under the Urban Hen Keeping Program only. The license will expire at the end of the 1 year term. The term of the license will be July 1- June 30. | | |
| APPLICANT SIGNATURE: _____ | | DATE: _____ |
| OFFICE USE ONLY | | |
| <input type="checkbox"/> Age Verified | <input type="checkbox"/> Certificate of Title for Subject Property | <input type="checkbox"/> Site Drawing |
| <input type="checkbox"/> Application Fee | <input type="checkbox"/> Written Permission from Registered Land Owner | <input type="checkbox"/> Certificate of Hen Keeping Training |
| <input type="checkbox"/> PID received | <input type="checkbox"/> Adjoining neighbors notified | |