SAMPLE NEIGHBOUR NOTIFICATION LETTER

[DATE]

Attention:
[NEIGHBOUR FIRST AND LAST NAME]
[NEIGHBOUR ADDRESS]

Hello ___,

I am applying to the Village of Spring Lake to be included in the Urban Hen Keeping Program as regulated in Bylaw No. 394. A permit will be applied for to allow for the keeping of hens on my property. A requirement of the application is to demonstrate that I have notified my neighbours of my intention to add a coop and run to my property. In addition to the notification there are a number of requirements to be successful in the program and are as follows:

- Coop and run may only be located in the rear yard of the property. Each approved property shall house one coop only.
- Every hen keeper shall adhere to good management and husbandry practices and maintain hens in such a condition to prevent disease.
- Each approved hen keeper of the site must complete an accepted hen keeping course.
- Approved hen keeping site owners shall make themselves and the coop and run available for an inspection by Village of Spring Lake Bylaw Enforcement Officers and/or Development Officer.

This letter is to inform you of my intention to keep backyard hens. If you have any concerns that I am not able to address, please contact the Village of Spring Lake at villageoffice@springlakealberta.com. Please respond within two weeks with any concerns you may have.

Sincerely,

[YOUR NAME]
[YOUR ADDRESS]