

Appeal Form

In accordance with Sections 678 and 686 of the *Municipal Government Act*, as amended, an appeal to the Subdivision and Development Appeal Board must be filed within the legislated time frame and each Appeal must be accompanied by the legislated fee. For filing instructions and fee payment options see the reverse side of this form.

Site Information			
Municipal Address (Legal Description) of Site Under Appeal		Municipality	Development Permit/Subdivision Application/File Number
Appellant Information			
Name of Appellant		Agent Name (if applicable)	
Mailing Address			
City	Province	Postal Code	Phone #
Alternate Phone #		Email Address	

APPEAL AGAINST (Check one box only: for multiple appeals you must submit another Notice of Appeal)

Development Permit	Subdivision Application	Notice of Order
<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Notice of Order

REASONS FOR APPEAL Sections 678 and 686 of the Municipal Government Act require that the written Notice of Appeal must contain specific reasons for the appeal.

I do hereby appeal the decision of the Subdivision/Development Authority for the following reasons (Attach a separate page if required):

In order to assist the Board in scheduling, please answer the following questions to the best of your ability:

Estimated presentation time (minutes/hours)	Will you be using an agent/legal counsel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do you anticipate any preliminary issues with your appeal? (ie jurisdiction, parties status as affected persons, adjournment etc) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, what are the issues?	
Do you anticipate bringing any witnesses/experts to your hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, how many will you be bringing?

This personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33© and the Municipal Government Act, Sections 678 and 686. NOTE: This information will form part of a file available to the public.

Signature of Appellant/Agent	Date
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FOR OFFICE USE ONLY				
Final Date of Appeal	File Number	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No Receipt#	Hearing Date	Date Received

APPEAL SUBMISSION INFORMATION

The Notice of Appeal must be accompanied by the required Appeal Fee AND must be received by the Intermunicipal Subdivision and Development Board no later than the final date for appeal as specified in the *Municipal Government Act*, otherwise, the Appeal will not be processed.

If an appeal is withdrawn prior to the commencement of the SDAB hearing, the fee may be refunded.

FILING INFORMATION

If you mail the appeal it must be received on or before the final date for appeal or it will not be processed and a hearing before the Board will not occur.

Mail or Deliver to:

Intermunicipal Subdivision and Development Appeal Board
Camrose County
3755-43 Avenue
Camrose, AB T4V 3S8

If you require further information regarding Appeal deadlines and Board procedures please contact the Coordinator of the Intermunicipal Subdivision and Development Appeal Board at 780-672-4446 or email: admin@county.camrose.ab.ca.