



NOTICE OF APPEAL TO:

RED DEER APPEAL & REVIEW BOARD

Appellant Information			
Name of Appellant		Agent Name (if applicable)	
Mailing Address		City/Town/Village	Province
Postal Code			
Business Phone #	Residential Phone #	Fax #	Email Address

Bylaw			
Please check the Bylaw that applies in this application.			
Alarm Bylaw	Dog Bylaw	Business License Bylaw	
Escort Services Bylaw	Firearms Bylaw	Land Use Bylaw	
Limousine and Sedan Bylaw	Taxi Business Bylaw	Utility Bylaw	<u>Other</u> _____

I do hereby appeal the decision, based on the Bylaw identified above, for the following reasons:

NOTE: Hearing will be scheduled within 30 days – please indicated any dates you are NOT available. (Attach a separate page if required)

Personal information that is collected on this form will be used in processing your appeal and contacting you. This information is collected under the authority of the Municipal Government Act (MGA), and is protected under the provisions of the Freedom of Information and Protection of Privacy Act (FOIP). If you have any questions with regard to collection of this information, please contact the Legislative Services Manager at the City of Red Deer, 2nd Floor, City Hall, 4914-48 Avenue (Mail Box 5008), Red Deer, Alberta T4N 3T4, (403) 342-8132.

Signature of Appellant/Agent	Date:	YYYY	MM	DD
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OFFICE USE ONLY			APPEAL			Date Received Stamp
<input type="checkbox"/> \$75.00 Appeal Fee			Appeal File #:			
			Appeal Deadline:			
Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No			Hearing Date:			
YYYY	MM	DD	YYYY	MM	DD	

RED DEER APPEAL & REVIEW BOARD

WHAT CAN I APPEAL?

You can appeal a City of Red Deer Bylaw if it provides for a right of appeal.

The Notice of Appeal must be accompanied by a non-refundable \$75.00 filing fee AND must be provided **within fourteen days of the decision related to the Bylaw that you are appealing.**

PAYMENT INFORMATION

By Mail: Cheque, Money Order Only – *payable to "The City of Red Deer"*
In Person: Cash, Cheque, Debit, or Credit Card

WHAT SHOULD MY WRITTEN APPEAL FORM INCLUDE?

When filling out your appeal form include:

- As much information as possible so that the Board can fully understand why you are appealing;
- The date of issuance of the decision or the date of any Order or Designation related to this appeal; and
- A list of specific reasons why you feel your appeal should be heard.

If you find later that you forgot to include a reason or a comment, you may provide this information at the hearing.

NOTIFICATION OF HEARING

- The Board Clerk will notify you in writing of the date, time, and place of the Appeal Board Hearing.
- The Board Clerk will schedule a Hearing date within 30 days from the day your appeal is filed.
- Hearings typically begin at 5:00 pm, depending on the convenience of those filing appeals.

HEARING MATERIALS SUBMISSION INFORMATION (Disclosure)

Both parties to the hearing will be asked to exchange information they intend to present at the hearing (disclosure) within a reasonable timeframe. The purpose of disclosure is to assist the parties in being aware of materials that will be presented in order to prepare for the hearing. Within the timelines outlined on the Notice of Hearing, you are requested to:

- provide a copy of your pre-hearing disclosure to the opposing party, AND;
- provide six (6) copies to the Appeal Board.

Any additional information that is to be presented at the hearing must be provided with eight (8) copies which will be provided to the Board Clerk, Panel members, and other parties present. Hearing materials will be marked as exhibits, and will become part of the public record.

If you require further information regarding appeal deadlines and board procedures, please contact the Board Clerk within Legislative Services at:

(403) 342-8132 or email: Appeals@reddeer.ca FAX: (403) 346-6195

FILING INFORMATION

Mail To:
The City of Red Deer
Legislative Services
Box 5008
Red Deer, AB T4N 3T4

Deliver to:
The City of Red Deer
Legislative Services
2nd Floor, 4914 – 48th Ave
Red Deer, Alberta T4N 3T4