



NOTICE OF APPEAL TO:

**RED DEER SUBDIVISION & DEVELOPMENT
APPEAL BOARD (SDAB)**

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

Site Information	
Municipal Address of Site	Postal Code
Legal Description of Site (must be completed for Subdivision appeals)	
Development Permit Number or Subdivision Application Number (if applicable)	Date of Decision of Appropriate Authority (if applicable)

APPEAL AGAINST (please check ONE box only - for multiple appeals you must submit another Notice of Appeal)

Subdivision Application	Development Permit	Stop 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"/> Stop Order

I do hereby appeal the decision of the Subdivision/Development Authority or a Stop Order for the following reasons:

NOTE: Hearings are scheduled within 30 days – Please indicate any days you are NOT available.

(Attach a separate page if required)

The City of Red Deer is collecting personal information for the purpose of conducting a Subdivision and Development Appeal Board hearing. The personal information on this form is collected under the authority of the Municipal Government Act Section 3, and is protected under the provisions of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection, use and protection of this information, please contact the Manager of Legislative Services at The City of Red Deer, 2nd Floor, City Hall, 4914-48th 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	Amount Payable: \$ _____				
<input type="checkbox"/> \$75.00 Advertising Fee <small>Additional fee for subdivisions only (commercial / industrial)</small>	Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Appeal Deadline	Hearing Date				
YYYY	MM	DD	YYYY	MM	DD

RED DEER SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)**WHAT CAN I APPEAL?**

You can appeal a decision of the Municipal Planning Commission, the Development Authority, the Subdivision Authority, or a Stop Order if:

- Your application has been denied;
- Your application was approved with conditions unacceptable to you;
- You object to a Stop Order;
- You are a neighbor affected by an application that was approved; and/or
- Other reasons as may be permitted by law.

APPEAL SUBMISSION INFORMATION

The Notice of Appeal must be received by the Subdivision and Development Appeal Board (“the Board”) **within twenty one days of the decision that you are appealing**, as per *the Municipal Government Act (MGA)*.

Your Appeal Form must be accompanied by a non-refundable \$75.00 filing fee AND may be subject to a further \$75.00 advertising fee for industrial and commercial applications.

There is no charge for a person who is affected by the subdivision or development but does not have a legal or equitable claim in the site.

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?

- As much information as possible so that the Board can fully understand what you are appealing;
- The date of issuance of the decision or the date of the Order;
- An explanation of your proposed development or the use you intend on the property;
- Site plans and elevations or a drawing of the site and buildings, including photographs; and/or
- A list of specific reasons why you feel your appeal should be granted.

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

When submitting this form and additional information, please keep in mind that information collected on this form may become part of a hearing and has the potential to be released to the public.

NOTIFICATION OF HEARING

- The Board Clerk will notify you in writing of the date, time, and place of the Appeal Board Hearing.
- For Development Appeals, the Board Clerk will notify adjacent property owners within 100 meters of the subject property.
- For Subdivision Appeals, the Board Clerk will notify owners of adjacent property owners (as specified in *MGA*).
- The Board Clerk will schedule a Hearing date within 30 days from the date that you file your appeal.
- Hearings typically begin at 5:00 pm, depending on the convenience of those filing appeals.

SUBMISSION OF HEARING MATERIALS

Both parties to the hearing will be asked to exchange (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 will be required to:

- provide a copy of your pre-hearing disclosure to the opposing party, AND
- provide ten (10) paper copies to the Appeal Board.

Any additional information that is to be presented at the hearing must be provided with ten (10) copies which will be distributed to the Board Clerk, Panel members, and other parties present. All submissions at the hearing will be marked as exhibits and will become part of the public record.

If you require further information regarding appeal 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 & Governance Services
Box 5008
Red Deer, AB T4N 3T4

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