



CITY OF
FORT SASKATCHEWAN
ALBERTA

NOTICE OF APPEAL

SUBDIVISION & DEVELOPMENT APPEAL BOARD

Site Information:		Appeal Fee: (highlight applicable fee)	
Municipal Address of site:		Development Appeal: \$150.00 (Residential) \$450.00 (Commercial, Industrial, Institutional, DC – Affected Party) \$650.00 (Commercial, Industrial, Institutional, DC – Applicant, Appellant, S.O.)	
Legal land description of site:		Subdivision Appeal: \$650.00 (Residential) \$650.00 (Commercial, Industrial, Institutional, DC – Affected Party) \$1,000.00 (Commercial, Industrial, Institutional, DC – Applicant, Appellant)	
Development Permit number or Subdivision Application number:			
Appellant Information:			
Name:		Phone:	Agent Name: (if applicable)
Mailing Address:		City, Province:	
Postal Code:		Email:	
APPEAL AGAINST (Check ONE Box Only) for multiple appeals you must submit another Notice of Appeal			
Development Permit		Subdivision Application	Stop Order
☐ Approval		☐ Approval	☐ Stop Order
☐ Conditions of Approval		☐ Conditions of Approval	
☐ Refusal		☐ Refusal	
REASON(S) FOR APPEAL Sections 678 and 686 of the <i>Municipal Government Act</i> require that the written Notice of Appeal must contain specific reasons for the appeal. (Attach a separate page if required)			

This personal information is being collected under the authority of Section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the Subdivision and Development Appeal Board hearing process. It will be managed in accordance with the privacy protection provisions of Part 2 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, contact the FOIP Coordinator for the City of Fort Saskatchewan at 780-992-6200. **This information will form part of a public record.**

Name and Signature of Appellant or Agent:		
Name (Print):	Signature:	Date:
OFFICE USE ONLY		
SDAB Appeal Number:	Appeal Fee Paid: ☐ Yes ☐ No \$ _____	Date Received:

APPEAL SUBMISSION INFORMATION

The Notice of Appeal must be received by the Subdivision and Development Appeal Board, no later than the final date of the appeal, as specified in the *Municipal Government Act*. Otherwise, the appeal may be found invalid by the Board.

FILING INFORMATION

If the Notice of Appeal is being sent via mail, it must be received on or before the final date of appeal or it will not be processed and a hearing before the Board will not occur.

MAIL OR DELIVER TO:

Secretary to the Subdivision & Development Appeal Board
10005 - 102 Street
Fort Saskatchewan, AB T8L 2C5

NOTE: A Notice of Appeal is not deemed complete until payment of the corresponding appeal fee is paid, as set out within the City's *Fees and Charges Bylaw*.

APPEAL PROCESS AND FAQ

Who can file an appeal? In accordance with the *Municipal Government Act*, an appeal to the Subdivision and Development Appeal Board can be filed by:

Subdivision Appeals:

- The applicant for a subdivision approval;
- Government department if the application is required by the subdivision and development regulations to be referred to that department
- By the council of the municipality in which the land to be subdivided is located if the council, a designated officer of the municipality or the municipal planning commission of the municipality is not the subdivision authority, or
- By a school board with respect to the allocation of municipal reserve and school reserve or money in place of the reserve, the location of school reserve allocated to it, or the amount of school reserve or money in place of the reserve.

Note: Adjacent land owners are entitled to notification of a subdivision and the ability to attend and speak at a hearing, but are not granted a right to appeal the subdivision.

Development Appeals:

 Appeals can be made to the SDAB if the Development Authority:

- Fails or refuses to issue a development permit to a person,
- Issues a development permit subject to conditions, or
- Issues a stop order pursuant to section 645 of the *Municipal Government Act*.

In addition to the rights to appeal developments above, any person affected by an order, decision or development permit made or issued by a Development Authority may appeal the decision **except** where a development permit was issued for a permitted use and the *Land Use Bylaw* was not varied, relaxed or misinterpreted.

When will the hearing take place? In accordance with the *Municipal Government Act*, a hearing must commence within 30 days of receiving a Notice of Appeal. Hearings are scheduled based on the availability of the board members.

If you require additional information regarding the Appeal deadlines and procedures of the Board, please contact the Secretary of the Subdivision and Development Appeal Board at:

Phone: 780.992.6200
Email: sdab@fortsask.ca