

# SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)



## AGENDA

**Friday, April 17, 2026, at 1:00 P.M.**  
Council Chambers – City of Fort Saskatchewan City Hall

### APPEAL TO BE HEARD:

**NOTICE OF APPEAL: DEVELOPMENT PERMIT DEEMED REFUSAL (PLRES20260030)**  
**APPELLANT: 2553467 ALBERTA LTD.**  
**CIVIC ADDRESS (OF DEVELOPMENT): 8530 94 STREET**  
**LEGAL ADDRESS: UNIT C PLAN 1621606**

### CALL TO ORDER: 1:00 PM.

1. Appointment of Chair
2. Introductions
  - (a) Board Chair
  - (b) Board Introductions
  - (c) SDAB Administrative Staff Introductions
3. Adopt Agenda of April 17, 2026
4. Announce Case (Secretary)
5. Introduction of the Parties to the Appeal
  - (a) Development Authority
  - (b) Appellant
6. Objections to Board
7. Hearing Process
8. Hearing of Appeal
  - (a) Presentation of the Development Authority
  - (b) Presentation of the Appellant
  - (c) Read into the record additional information
  - (d) Additional Board questions
  - (e) Other questions
9. Summaries
  - (a) Development Authority's final comments
  - (b) Appellant's final comments
  - (c) Fairness
  - (d) Conclusion - Announcement that the Board's decision will be made within fifteen (15) days upon conclusion of the Hearing and that those affected will be notified of the decision and reasons for it by mail.
10. Close of Hearing

# SUBDIVISION & DEVELOPMENT APPEAL BOARD (SDAB)



## Exhibit List

Friday, April 17, 2026, at 1:00 PM.

Council Chambers – City of Fort Saskatchewan City Hall

Exhibit Designation	Page(s)	Item Description
<b>Exhibit "A"</b>	<b>3-6</b>	<b>Notice of Appeal</b>
<b>Exhibit "B"</b>	<b>7-39</b>	<b>Development Authority Submission</b>
<b>B-1</b>	<i>8-28</i>	<i>Development Authority Report</i>
<b>B-2</b>	<i>29</i>	<i>Map – Property Location</i>
<b>B-3</b>	<i>30-39</i>	<i>Development Authority Presentation</i>
<b>Exhibit "C"</b>	<b>40-48</b>	<b>Appellant Submission</b>
<b>C-1</b>	<i>41-48</i>	<i>Appellant Response to Notice of Refusal</i>
<b>Exhibit "D"</b>	<b>49-51</b>	<b>Hearing Notification Mailing Information</b>

# Exhibit “A”

## Notice of Appeal



# CITY OF FORT SASKATCHEWAN ALBERTA

## NOTICE OF APPEAL

### SUBDIVISION & DEVELOPMENT APPEAL BOARD

<b>Site Information:</b>		Appeal Fee: (highlight applicable fee)	
Municipal Address of site:	Development Appeal:		
8530-94ST Fort Sask, AB.	\$150.00 (Residential)		
Legal land description of site:	\$450.00 (Commercial, Industrial, Institutional, DC – Affected Party)		
Unit C Plan 1621606	\$650.00 (Commercial, Industrial, Institutional, DC – Applicant, Appellant, S.O.)		
Development Permit number or Subdivision Application number:	Subdivision Appeal:		
PLRES20260030	\$650.00 (Residential)		
	\$650.00 (Commercial, Industrial, Institutional, DC – Affected Party)		
	\$1,000.00 (Commercial, Industrial, Institutional, DC – Applicant, Appellant)		
<b>Appellant Information:</b>			
Name:	Phone:	Agent Name: (if applicable)	
2553467 AB LTD	[Redacted]	[Redacted]	
Mailing Address:	City, Province:		
4216 97 ST NW	Edmonton, AB		
Postal Code:	Email:		
T6E 5Z9	2553467abld@gmail.com		
APPEAL AGAINST (Check ONE Box Only) for multiple appeals you must submit another Notice of Appeal			

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

**REASON(S) 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.

(Attach a separate page if required)

The Development Permit was refused due to non-payment of the fee. The fees has been made on 25 March 2026. Please consider the request.

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:		
	Signature:	Date: 25/03/26.
<b>OFFICE USE ONLY</b>		
SDAB Appeal Number:	Appeal Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> 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](mailto:sdab@fortsask.ca)



10005-102 ST  
City of Fort Saskatchewan  
AB T8L 2C5  
780-992-6200

finance@fortsask.ca

Finance

**Invoice/Receipt**

124060203 RT0001

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Transaction 725674  
Transaction Date 2026-Mar-27 11:59:04 AM  
Reference

---

**\$**

Residential Subdivision Appeals : FCL  
Construction Inc.  
1.00 @ \$150.00 \$150.00

Discount..... \$0.00  
Subtotal..... \$150.00  
Tax..... \$0.00  
Total Sales Amount..... \$150.00

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**Payment Received**

    Visa \$150.00

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Processed By: Mary

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Invoice # 725674  
Transaction # 492123  
Transaction Date 2026-Mar-27 11:59:04 AM

CC Type Visa  
CC Number 452088\*\*\*6880  
CC Expiry 2026-Mar-27 11:5  
Auth Code 015711  
Reference 2026-Mar-27 11:59:04 AM

**Sale** \$150.00

**Status** Approved

X .....

# Exhibit “B”

## Development Authority Submission

**Development Authority Written Submission to the  
Subdivision and Development Appeal Board**

<b>Property Address</b>	8530 94 Street
<b>Application #</b>	PLRES20260030
<b>Date of Written Submission</b>	April 8, 2026
<b>Development Authority</b>	Stacey Ofstie

**1. Zone and Use Class**

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The Appellant is appealing against the development permit “deemed refused” decision by the Development Authority for an incomplete application. This property is districted as RML – Low Density Multiple Residential District and the application was for the development of multi-attached housing.

**2. Policy Framework**

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The Municipal Government Act (MGA) in Section 683.1 outlines and gives direction to the municipality on how to process development permit applications.

The Land Use Bylaw (LUB) reiterates the regulations of the MGA and the relevant sections for this application included:

Section 3.4 Requirements for a Development Permit Application: This section outlines documents, drawings, assessments and reports required for the Development Authority to review an application along with providing the prescribed application form, abandoned well check and payment of fees as listed in the Fees and Charges Bylaw.

Section 3.6 Application Completeness: This section states that the Development Authority must within 20 days of receiving an application make a determination if the application is complete. If deemed incomplete, a notice must be sent to the applicant providing the reasons on why the application has been deemed incomplete and then set a date by which any outstanding items must be submitted. If the applicant fails to submit all outstanding information and documentation on or before the date indicated, the application is deemed to be refused. The Development Authority must issue the applicant a notice (refusal).

### 3. Relevant Background

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- January 12, 2026: A Development Permit Application for multi-attached housing on a comprehensive site was submitted to Planning & Development.
- January 14, 2026: The Development Authority advised the applicant of the fees and the options to make payment.
- January 26, 2026: The Development Authority met in person with the applicant to advise of the requirements for a development permit application. An email summary of the meeting was provided to the applicant which included the requirement for the payment of fees.
- January 29, 2026: The Development Authority deemed the application “Incomplete” and set a deadline for the applicant to provide the required information and payment by February 27, 2026.
- March 3, 2026: The Development Authority requested an update on the status of the application by Wednesday, March 4, 2026.
- March 9, 2026: The applicant submitted some of the required information. The same day the Development Authority followed up with inconsistencies within the submission and notification that payment is still outstanding.
- March 17, 2026: The Development Authority sent an email checking in on the status of the application.
- March 23, 2026: The Development Authority sent a final email notice to provide the required information and to submit payment for the application. They were advised that should the necessary documents and payment not be received by end of day, Tuesday, March 24, 2026, the Development Authority would deem the application refused.
- March 24, 2026: The applicant submitted the remainder of the required documents, but payment was still not received.
- March 25, 2026: The Development Authority deemed the application refused for non-payment.

### 4. Regulation Review and Related Justification

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The Development Authority reviewed the application for completeness within the required 20 day timeframe, deemed the application incomplete and provided a deadline to receive the required information and payment. [LUB Sections 3.6.2, 3.6.4(b) and MGA Sections 683.1(1), 683.1(6)]

The Development Authority then continued to follow-up with the applicant to move the application forward but despite multiple notices payment remained outstanding. The application could not be deemed complete and therefore in accordance with Land Use Bylaw Section 3.6.6 and Municipal Government Act Sections 683.1(8) and 683.1(9), the Development Authority issued a deemed refusal to the applicant.

**DA Written Submission to SDAB cont ...**

**5. Recommended Alternatives for SDAB Consideration.**

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The SDAB may overturn the decision of the Development Authority, deem that the application was complete within the required timeline set by the Development Authority and direct the Development Authority to begin the development permit review process.

**6. Attachments.**

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**Attachment A:** Development Permit PLRES20260030 - Refusal

**Attachment B:** Email correspondence with the applicant

**Attachment C:** Land Use Bylaw Sections 3.4 & 3.6

**Attachment D:** Municipal Government Act Section 683.1



**DEVELOPMENT PERMIT  
PLRES20260030  
Unit C, Plan 162 1606  
8530 94 Street**

This document is a record of Development Permit application, and a record of the decision for the undertaking described below, subject to the limitations and conditions of this permit and the Fort Saskatchewan Land Use Bylaw, as amended.

**Scope of Application**

Construction of multi-family housing consisting of 31 units.

**Development Permit Decision**  
Refused

**Development Authority**  
Stacey Ofstie

The Development Authority of the City of Fort Saskatchewan hereby deems this application **REFUSED** for the Proposed **Multi-Attached Housing**. The Development Permit was refused for the following reasons:

1. The applicable Development Permit fees as established in the City of Fort Saskatchewan Fees and Charges Bylaw were not received.

DATE OF DECISION:

March 25, 2026

**FINAL DATE TO FILE AN APPEAL:**

**April 15, 2026**

If you have questions about this development permit decision, please contact Planning and Development at 780-992-6198 or [fortplanning@fortsask.ca](mailto:fortplanning@fortsask.ca).

If you wish to appeal the above decision, please submit a completed *Notice of Appeal form* (fees apply) by **April 15, 2026** to:

**Secretary of the Subdivision and Development Appeal Board**

City Hall, 10005 - 102 Street,  
Fort Saskatchewan, AB T8L 2C5

Website: <https://www.fortsask.ca/en/your-city-hall/subdivision-and-development-appeal-board.aspx>

## Stacey Ofstie

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**From:** Stacey Ofstie  
**Sent:** March 25, 2026 9:36 AM  
**To:** '2553467 Alberta Ltd.'  
**Cc:** [REDACTED] Dean McCartney  
**Subject:** Deemed Refused - 8530 94 Street  
**Attachments:** PLRES20260030 - Refusal Letter - 8530 94 St.pdf

The Development Authority has deemed your application refused. Please see the refusal letter attached.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



## Stacey Ofstie

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**From:** Stacey Ofstie  
**Sent:** March 23, 2026 8:06 AM  
**To:** 'engineering@sattengg.com'  
**Cc:** [REDACTED]; '2553467 Alberta Ltd.'; Ethan Su; Dean McCartney  
**Subject:** RE: Submission Application - PLRES20260030 - 8530 94 St

Good morning,

We are still waiting for your complete submission and payment of the fees for this application.

Should we not receive the necessary documents and payment by end of day Tuesday, March 24, the Development Authority will deem this application refused.

Upon a deemed refusal you will have the option to appeal this decision to the Subdivision and Development Appeal Board (SDAB). If you choose to not appeal or if the SDAB upholds the Development Authority's decision that the application is incomplete and refused then unless the application complies with the Land Use Bylaw in all regards you will not be able to reapply for a duration of 6 months.

### 3.15. REAPPLICATION FOR A DEVELOPMENT PERMIT

3.15.1. When an application for a Development Permit is refused, deemed refused or cancelled by the Development Authority, or upon a refusal from an appeal to the Subdivision and Development Appeal Board, the submission of another application for the same or similar use or development on the same parcel by the same or any other applicant shall not be made for a period of six (6) months from the date of issuance of the refusal. If necessary, the determination of what constitutes same or similar use or development shall be at the discretion of the Development Authority.

3.15.2. When a Development Permit or refusal of a Development Permit is under appeal at the Subdivision and Development Appeal Board or the Court of Appeal, the submission of another application for the same or similar use or development on the same parcel by the same or any other applicant shall not be made while the appeal is ongoing. If necessary, the determination of what constitutes same or similar use or development shall be at the discretion of the Development Authority.

3.15.3. Subsection 3.15.1 shall not apply in the case of an application for a Development Permit for a Permitted Use if the application complies with all the regulations of this Bylaw.

Alternately, you can withdraw your application at this time and then reapply when you are ready.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



CITY OF  
FORT SASKATCHEWAN  
www.fortsask.ca

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**From:** Stacey Ofstie  
**Sent:** March 17, 2026 3:50 PM  
**To:** 'engineering@sattengg.com' <engineering@sattengg.com>  
**Cc:** [REDACTED] '2553467 Alberta Ltd.' <2553467abltd@gmail.com>; Ethan Su <esu@fortsask.ca>  
**Subject:** RE: Submission Application - PLRES20260030 - 8530 94 St

Good afternoon,

I am checking in to see if there are any updates to the submission requirements for this application.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



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FORT SASKATCHEWAN  
www.fortsask.ca

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**From:** Stacey Ofstie  
**Sent:** March 9, 2026 1:52 PM  
**To:** 'engineering@sattengg.com' <[engineering@sattengg.com](mailto:engineering@sattengg.com)>  
**Cc:** [REDACTED] '2553467 Alberta Ltd.' <[2553467abltd@gmail.com](mailto:2553467abltd@gmail.com)>; Ethan Su <[esu@fortsask.ca](mailto:esu@fortsask.ca)>  
**Subject:** RE: Submission Application - PLRES20260030 - 8530 94 St

Hello!

I have received your latest submission but still seem to have many missing documents or inconsistencies. Here is the list for submission that we provided January 26 with my comments in red.

- A revised landscaping plan. Prior to issuance of the development permit we will also require a cost estimate of the landscaping as this will form the security requirement. **Please grey out areas that will not be developed with this Phase. I noted that in between each set of garages there appears to be a landscaped island but the previous buildings do not have this. Landscape coverage is required and the buildings do not reflect the footprint as proposed on the site plan.**
- A lighting plan indicating the location of exterior lights and the projected light patterns. Provide a schematic of the pole lighting indicating overall height and the building elevations should show the exterior light locations and height from grade. **A lighting plan with projected light patterns is required including a schematic of the pole lighting and the building elevations showing the exterior light locations and height.**

## Stacey Ofstie

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**From:** Stacey Ofstie  
**Sent:** March 9, 2026 1:52 PM  
**To:** 'engineering@sattengg.com'  
**Cc:** [REDACTED] '2553467 Alberta Ltd.'; Ethan Su  
**Subject:** RE: Submission Application - PLRES20260030 - 8530 94 St

Hello!

I have received your latest submission but still seem to have many missing documents or inconsistencies. Here is the list for submission that we provided January 26 with my comments in red.

- A revised landscaping plan. Prior to issuance of the development permit we will also require a cost estimate of the landscaping as this will form the security requirement. **Please grey out areas that will not be developed with this Phase. I noted that in between each set of garages there appears to be a landscaped island but the previous buildings do not have this. Landscape coverage is required and the buildings do not reflect the footprint as proposed on the site plan.**
- A lighting plan indicating the location of exterior lights and the projected light patterns. Provide a schematic of the pole lighting indicating overall height and the building elevations should show the exterior light locations and height from grade. **A lighting plan with projected light patterns is required including a schematic of the pole lighting and the building elevations showing the exterior light locations and height.**
- Please provide a site plan showing all setbacks to property lines, site coverage, visitor parking stalls and dimensions and any other relevant information. **The site plan shows what I think are setbacks but they do not appear to be accurate. The site plan should show the entire development and then have any areas out of scope greyed out.**
- Provide updated grading drawings which should include the temporary turnaround and the details of construction for the turnaround. **Where is the temporary turnaround? Are you developing the entire road to loop through the south?**
- Provided the building and road layout is staying the same we will not require any new servicing drawings. If anything is changing then new servicing drawings would be required.
- Provide a swept plan analysis showing the turn radius within the site and the turnaround to ensure our ladder truck can maneuver. **Swept path analysis not submitted.**
- Ensure the building drawings align with the site plan as they currently do not. **Are you using the building drawings from the first submission? If so what about Building 19. The site plan now does not align with that footprint.**
- If you are requesting any variances please identify them and your rationale (based on planning merit) as to why the Development Authority should consider a relaxation of the regulations. **What variances are you requesting? Where are your deficiencies with the land use bylaw?**
- Payment of the application. **Payment has not been received. Until payment is received the Development Authority will not provide further comment.**

Please resubmit the application in it's entirety (all drawings) so that the Development Authority is working with the most updated package. If you require any clarification on the above please reach out.

Stacey Ofstie  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



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[www.fortsask.ca](http://www.fortsask.ca)

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**From:** [engineering@sattengg.com](mailto:engineering@sattengg.com) <[engineering@sattengg.com](mailto:engineering@sattengg.com)>  
**Sent:** March 9, 2026 10:10 AM  
**To:** Stacey Ofstie <[SOfstie@fortsask.ca](mailto:SOfstie@fortsask.ca)>  
**Cc:** [REDACTED] '2553467 Alberta Ltd.' <[2553467abltd@gmail.com](mailto:2553467abltd@gmail.com)>; Ethan Su <[esu@fortsask.ca](mailto:esu@fortsask.ca)>  
**Subject:** RE: Submission Application - PLRES20260030 - 8530 94 St

Good morning Stacey,

Please find attached submission for the Clio project.

- Site plan (included for phase 1 and phase 2)
- Landscape plan (included for phase 1 and phase 2)
- Grading plan ( included phase 1 only )
- Utility plan
  - o we are working on the phase 2 civil
  - o facing challenge for as built because of snow covered ground, as soon as ground is little clear and allow us for the as built survey, we can provide phase 1 and phase 2 combined plans for grading and utility services

Regards,

Abhi Agrawal | Project Manager  
Satt Associates Inc. | Satt Engineering Ltd. | Satt Architect Ltd.  
Serving AB, BC, SK  
#206, 3132 Parsons Road NW,  
Edmonton, AB – T6N 1L6  
Phn: (587) 315 6887 | Direct: [REDACTED]

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**From:** Stacey Ofstie <[SOfstie@fortsask.ca](mailto:SOfstie@fortsask.ca)>  
**Sent:** March 3, 2026 9:45 AM  
**To:** Ethan Su <[esu@fortsask.ca](mailto:esu@fortsask.ca)>; [engineering@sattengg.com](mailto:engineering@sattengg.com); '2553467 Alberta Ltd.' <[2553467abltd@gmail.com](mailto:2553467abltd@gmail.com)>  
**Cc:** [snehal.patel@sattengg.com](mailto:snehal.patel@sattengg.com)  
**Subject:** RE: Incomplete Application - PLRES20260030 - 8530 94 St

Good morning,

The deadline to supply the required information was last Friday and the City has not received any correspondence. Please provide an update on this application and the status of the required information by Wednesday, March 4.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



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**From:** Ethan Su <[esu@fortsask.ca](mailto:esu@fortsask.ca)>  
**Sent:** January 29, 2026 10:01 AM  
**To:** [engineering@sattengg.com](mailto:engineering@sattengg.com); '2553467 Alberta Ltd.' <[2553467abltd@gmail.com](mailto:2553467abltd@gmail.com)>  
**Cc:** [REDACTED] Stacey Ofstie <[SOfstie@fortsask.ca](mailto:SOfstie@fortsask.ca)>  
**Subject:** Incomplete Application - PLRES20260030 - 8530 94 St

Good Morning,

The Development Authority has determined that your application that was submitted is INCOMPLETE as of January 29, 2026 and we require more information to provide an informed decision. Please see attached letter for details.

Please provide the outstanding documents by **February 27, 2026** to the Development Authority. If you require additional time please contact us before the deadline, an extension may be granted.

Thank you,

**Ethan Su**  
Development Planner  
*Planning & Development*  
10005 102 Street, Fort Saskatchewan, AB T8L 2C5  
Phone: 780-912-2164 Email: [esu@fortsask.ca](mailto:esu@fortsask.ca)



The City of Fort Saskatchewan is located on Treaty 6 territory and Métis Nation of Alberta District 11. We recognize that we stand upon land that carries the footsteps of many Indigenous Peoples, including the Nehiyawak, Dene, Blackfoot, Saulteaux, Nakota Sioux, and Métis. The City honours the First Peoples of this land and is committed to fostering reconciliation through relationship building, knowledge gathering, and education.



CITY OF FORT SASKATCHEWAN  
**PLANNING  
& DEVELOPMENT**

January 29, 2026

2553467 Alberta Ltd.  
4931 55 Avenue  
Edmonton, AB  
T6B 3S3

**Development Permit Application PLRES20260030**  
**8530 94 STREET**  
**Unit C, Plan 162 1606**

Your development permit application has been deemed incomplete as of January 29, 2026.

According to Section 683.1 (1) of the *Municipal Government Act* (MGA), the Development Authority has 20 days after the receipt of an application to determine whether the application is complete. At this time the Development Authority is unable to process and render a decision as the following required item is to be provided:

1. Payment of the application.
2. A revised landscaping plan. Prior to issuance of the development permit we will also require a cost estimate of the landscaping as this will form the security requirement.
3. A lighting plan indicating the location of exterior lights and the projected light patterns. Provide a schematic of the pole lighting indicating overall height and the building elevations should show the exterior light locations and height from grade.
4. A site plan showing all setbacks to property lines, site coverage, visitor parking stalls and dimensions and any other relevant information. If you are requesting any variances please identify them and your rationale (based on planning merit) as to why the Development Authority should consider a relaxation of the regulations.
5. An updated grading drawings which should include the temporary turnaround and the details of construction for the turnaround.
6. A swept plan analysis showing the turn radius within the site and the turnaround to ensure our ladder truck can maneuver.
7. Building drawings that align with the site plan.
8. Please note that if building and road layout is staying the same we will not require any new servicing drawings. If anything is changing then new servicing drawings would be required.

The Development Authority would like to request that the required items be provided by **February 27, 2026**. If the applicant needs more time to provide the required item, then an extension can be granted in accordance with MGA Section 683.1(6). If the following items are not provided by the date listed above the application is deemed to be refused.

Ethan Su  
Development Planner  
City of Fort Saskatchewan

## Stacey Ofstie

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**From:** Stacey Ofstie  
**Sent:** January 26, 2026 4:17 PM  
**To:** [REDACTED] '2553467 Alberta Ltd.'  
**Cc:** Ethan Su; Tarandeep Samra  
**Subject:** Meeting Summary & Application Requirements - 8530 94 St  
**Attachments:** 13807\_Combined\_Record\_Submission\_150922 Clio Oct. 20 15.pdf

Thanks for meeting with us earlier this afternoon. Here is a summary of the items that will be required as part of your submission for the development permit application for 8530 94 St.

- A revised landscaping plan. Prior to issuance of the development permit we will also require a cost estimate of the landscaping as this will form the security requirement.
- A lighting plan indicating the location of exterior lights and the projected light patterns. Provide a schematic of the pole lighting indicating overall height and the building elevations should show the exterior light locations and height from grade.
- Please provide a site plan showing all setbacks to property lines, site coverage, visitor parking stalls and dimensions and any other relevant information.
- Provide updated grading drawings which should include the temporary turnaround and the details of construction for the turnaround.
- Provided the building and road layout is staying the same we will not require any new servicing drawings. If anything is changing then new servicing drawings would be required.
- Provide a swept plan analysis showing the turn radius within the site and the turnaround to ensure our ladder truck can maneuver.
- Ensure the building drawings align with the site plan as they currently do not.
- If you are requesting any variances please identify them and your rationale (based on planning merit) as to why the Development Authority should consider a relaxation of the regulations.
- Payment of the application.

Attached are the civil drawings from 2014/2015 for your reference.

Later this week, my colleague, Ethan Su ([esu@fortsask.ca](mailto:esu@fortsask.ca)) will deem your application incomplete in accordance with the Municipal Government Act which states that upon application the Development Authority has 20 days to determine if an application is complete. Ethan will set a timeline (4 weeks) for you provide the required information. If you require additional time please let Ethan know and he can extend this deadline.

For questions regarding the existing foundation please contact our Safety Codes Manager, Stefan Brown at [sbrown@fortsask.ca](mailto:sbrown@fortsask.ca) and he can provide the requirements.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)

## Stacey Ofstie

---

**From:** Stacey Ofstie  
**Sent:** January 14, 2026 1:11 PM  
**To:** '2553467abltd@gmail.com'  
**Cc:** Ethan Su  
**Subject:** Payment & Additional Information Required: Multi-Attached Housing - 8530 94 St

Good afternoon,

I have entered the Development Permit for the next Phase at 8530 94 Street.

The fees are as follows:

Development Permit: \$4800.00  
Engineering Review Fee: \$1600.00

**TOTAL: \$6400.00**

Please give my clerk, Amber, a call if you want to pay by credit card over the phone or you can stop by City Hall (lower level) to pay by debit, credit, cash or cheque. Please give Amber application #: **PLRES20260030** so she can easily look this up.

We cannot deem your application complete or circulate this internally until the following items are addressed.

- Have you recently purchased this land? Our records show that it is owned by Clio at Southpointe. If you have recently purchased, please provide a copy of the current title, the purchase agreement showing the date of possession or Clio will need to authorize the development permit application.
- Your landscaping plan is 12 years old and shows lands that you are not applying for. Please update the landscape plan.
- As this site is adjacent to other residential land uses please provide a lighting plan indicating the location of exterior lights, including the projected light patterns.
- Please provide current grading and servicing drawings.

At a cursory glance here are some things I have identified that would need to be corrected upon review. I have not completed a full review, but these should be addressed before circulation:

- The site plan does not show setbacks or any details (typically there is a legend that notes parking, site coverage, site area etc).
- Where is your secondary access for fire access and garbage? You will not be able to just dead-end at the southwest end of the site. Either a through road or a turnaround is required and a swept path analysis for our largest fire apparatus may be required.

- The foundation plans do not match up with the foundations marked on the site plan. You have submitted 4 sets of building plans, but these are not the same buildings as shown on the site plan. Each drawing set for the buildings should identify which buildings it is for. Ensure each building is listed on the drawing – for example if buildings 18 & 32 have the same layout then that page can state buildings 18 & 32.

It would likely be most efficient if you addressed the above comments prior to circulation as these comments will come back at that time and recirculation will be required which will add time to the review for your application.

**Stacey Ofstie**  
Senior Development Planner  
City of Fort Saskatchewan

T: 780-992-6284  
E: [sofstie@fortsask.ca](mailto:sofstie@fortsask.ca)  
W: [www.fortsask.ca](http://www.fortsask.ca)



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**From:** 2553467 Alberta Ltd. <[2553467abltd@gmail.com](mailto:2553467abltd@gmail.com)>  
**Sent:** January 12, 2026 11:21 AM  
**To:** Planning <[fortplanning@fortsask.ca](mailto:fortplanning@fortsask.ca)>  
**Subject:** Development Permit -8530 94 ST

Good morning,

Please see the attached application for the Development Permit for multi family house consist of 31 units in Fort sask

Attached is the Application ,Site Plan and landscape plan for the reference

For any other additional application please let me know

Thanks  
Gursheesh Kaur

### 3.4. REQUIREMENTS FOR A DEVELOPMENT PERMIT APPLICATION

3.4.1. An application for a Development Permit shall include:

- (a) An application made to the Development Authority on the prescribed form that shall be signed by the applicant or the applicant's agent as well as the land owner, authorized in writing. The correctness of the information supplied shall, when required by the Development Authority, be verified by a Statutory Declaration; and
- (b) The applicable Development Permit fee as established in the City of Fort Saskatchewan Fees and Charges Bylaw.
- (c) As per the MGA - Subdivision and Development Regulation the applicant shall confirm the location or absence of any abandoned wells within the proposed project area.

3.4.2. The Development Authority may also require:

- (a) The proposed use or occupancy of all parts of the land and building;
- (b) Fully dimensioned plans showing the elevations, floor plans and perspective of the proposed development including a description of the exterior finishing materials and colours;
- (c) A vicinity map indicating the location of the proposed development in relation to nearby public roadways and other significant physical features which may have implications for the proposed development;
- (d) A map showing the designated land use of the site and all properties within 90.0m of the boundaries of the site;
- (e) A copy of the current Certificate of Title indicating ownership of the site;
- (f) Two hard copies of a site plan to an engineer or architect scale and one digital copy of a site plan showing all of the following in metric measurements:
  - i. North arrow;
  - ii. Scale of plan, to the satisfaction of the Development Authority;
  - iii. Legal description of property;
  - iv. Municipal address;
  - v. Property lines shown with dimensions;
  - vi. Front, side and rear yard setback areas shown with dimensions;
  - vii. Dimensioned layout of existing and proposed parking areas, driveways, paved areas, entrances and exits abutting public roadways shown and labeled;
  - viii. Location of sidewalks and curbs;

- ix. Location of existing and proposed municipal and private local improvements;
  - x. Location, dimensions and height of principal building and other structures including accessory developments, garages, carports and fences;
  - xi. Location of major landscaped areas including retaining walls and existing trees;
  - xii. Site topography, drainage patterns, grade and special conditions; and
  - xiii. Location of all registered utility easements and rights-of-way.
- (g) Photographic prints showing the site in its existing condition;
  - (h) How the form, mass and character of the proposed development will relate to neighbouring developments;
  - (i) How the exterior finish of the building will relate to existing or planned facades of neighbouring buildings;
  - (j) A detailed landscaping plan of the entire site to show grading, loading and parking areas, tree planting or removal, grassed areas, the location and species of shrubs and trees, playgrounds and parks;
  - (k) A geotechnical or flood plain study prepared by a qualified engineer if, in the opinion of the Development Authority, the site is potentially hazardous or unstable;
  - (l) A Phase 1 and/or Phase 2 environmental site assessment, conducted according to Canadian Standards Association (CSA) guidelines to determine potential contamination and mitigation;
  - (m) An environmental impact assessment prepared by a qualified professional if the proposed development may, in the opinion of the Development Authority, result in potentially significant environmental effects;
  - (n) A traffic impact analysis prepared by a qualified engineer specializing in transportation engineering. Such an analysis shall include, but not be limited to, impacts on adjacent public roadways, pedestrian circulation on and off the site, vehicular circulation on and off the site, turning radius diagrams for large truck movements on and off the site, and any other information required by the Development Authority;
  - (o) A parking study prepared by a qualified engineer specializing in transportation engineering;
  - (p) A noise attenuation study prepared by a qualified professional;
  - (q) A report showing the effect of wind or shadow produced by the proposed development;
  - (r) Copies of a Plan of Survey prepared by an Alberta Land Surveyor showing the following:
    - i. the site to be developed; and

- ii. Provide all elevations derived from geodetic datum
- (s) A reclamation plan for aggregate extraction or other major surface disturbances;
- (t) Information to assist in assessing the impact the proposed development may have on utilities, services, traffic circulation within the site and on adjacent public roadways, land use, tax base, community facilities, employment and other matters;
- (u) Samples of exterior finishing materials;
- (v) Elevation of any signs proposed for the development;
- (w) A Risk Assessment;
- (x) A Construction Fire Safety Plan;
- (y) Information showing that the applicant has discussed the proposal with nearby property owners;
- (z) A Crime Prevention through Environmental Design (CPTED) assessment prepared by a qualified professional architect or planner;
- (aa) Engineering Drawings including, but not limited to lot grading, roadway plans, utility servicing plans and storm water servicing plans;
- (bb) Such other plans, photographs, or other documents and information of any kind that the Development Authority may consider necessary to properly evaluate the proposed development.

### **3.5. NOTIFICATION AND COMMUNITY CONSULTATION FOR PROPOSED DEVELOPMENT**

- 3.5.1. Prior to the consideration of a Development Permit application for a discretionary use or for a development in a Direct Control District, the Development Authority may provide notification to adjacent landowners setting out the proposed use and development in a form prescribed by the Development Authority.
- 3.5.2. The notice required by the Development Authority pursuant to Section 3.5.1 above shall state:
  - (a) The proposed use of the building or site;
  - (b) That an application respecting the proposed use will be considered by the Development Authority; and
  - (c) That any person who objects to the proposed use of the site may deliver to the Development Authority a written statement of objection to such use indicating:
    - i. Full name and address for service of any notice to be given in respect of the objection; and

- ii. The reasons for the objection to the proposed use. The statement of objection must be received by the Development Authority not later than the day specified in the notice.
- 3.5.3. Prior to an application being considered for development on an infill or redevelopment site or for a development in a Direct Control District, the Development Authority may require that the applicant carry out an appropriate community consultation as per the City of Fort Saskatchewan Public Engagement Framework.

## DEVELOPMENT APPROVAL PROCESS

### 3.6. APPLICATION COMPLETENESS

- 3.6.1. An application for a Development Permit shall not be considered complete and received by the City until such time as the requirements of Section 3.4 Requirements for a Development Permit Application have been met to the satisfaction of the Development Authority. The sufficiency and quality of information and documentation for those requirements shall be at the discretion of the Development Authority, who:
- (a) May return the application form and all submissions to the applicant, together with the appropriate refund in compliance with the fee schedule; and
  - (b) Shall deem the application not to have been submitted until all required information and details have been submitted.
- 3.6.2. The Development Authority must, within 20 days after receipt of an application for a development permit, make a determination whether the application is complete. An application is complete if:
- (a) In the opinion of the Development Authority, the application contains the documents and information necessary to review the application;
  - (b) The Development Authority does not make a determination within 20 days.
- 3.6.3. Notwithstanding Section 3.6.2., the time period to determine if the application is complete may be extended by an agreement in writing between the applicant and the Development Authority.
- 3.6.4. The Development Authority must issue to the applicant in writing by either regular mail or electronic mail:
- (a) If deemed complete, acknowledgement that the application is complete within five (5) days of the determination. The acknowledgement must specify the date on which the application is deemed complete, identify the development subject, state the legal land description and the applicant's name; or
  - (b) If deemed incomplete, a notice that the application is incomplete within the time period specified in Section 3.6.2. The notice must provide reasons on why the application has been determined incomplete, specify any outstanding documentation and information necessary, and set a date by which any outstanding items must be submitted.

- 3.6.5. Notwithstanding Section 3.6.4(b), the Development Authority and the applicant may agree on a later date for the application to be deemed complete.
- 3.6.6. If the applicant fails to submit all outstanding information and documentation on or before the date referred to in Section 3.6.4(b), the application is deemed to be refused. The Development Authority must issue the applicant a notice in accordance with Section 3.11.2.

### **3.7. DEVELOPMENT PERMIT REVIEW PROCESS**

- 3.7.1. The Development Authority may refer a Development Permit application to any City Department and to any external agency for comment and advice.
- 3.7.2. In reviewing a Development Permit application, the Development Authority shall consider any technical study deemed necessary to support the land use planning review of the application and, based on the results of such technical studies, may approve or refuse the application and/or impose such conditions as are considered necessary to mitigate any potential impacts.
- 3.7.3. Pursuant to the MGA, if a Development Authority decision has not been made on an application within 40 days of the receipt by the applicant of an acknowledgement of completeness issued under Section 3.6.4, the applicant may deem the application refused unless the applicant chooses to enter into an agreement with the Development Authority to extend the 40 day review period.
- 3.7.4. For an application for a Development Permit in a Direct Control District, the Development Authority shall:
  - (a) Where Council has delegated the decision to the Development Authority, the Development Authority shall consider the application and may approve the application providing it meets the direction set out by Council in the Direct Control District; or
  - (b) Where Council has not delegated the decision to the Development Authority, the Development Authority shall refer the application to a public Council meeting, and provide a recommendation on the application for Council's consideration.

### **3.8. INTERMUNICIPAL REFERRALS**

- 3.8.1. The following applications shall be referred to Strathcona County, Sturgeon County and/or the City of Edmonton:
  - (a) All re-designation and Development Permit applications that, in the opinion of the Development Authority, may result in impacts to these adjacent municipalities; and
  - (b) Land Use Bylaw amendment applications that affect lands located adjacent to the respective municipal boundary.

issued a development permit in respect of it pursuant to the land use bylaw.

1995 c24 s95

### **Development applications**

**683.1(1)** A development authority must, within 20 days after the receipt of an application for a development permit, determine whether the application is complete.

**(2)** An application is complete if, in the opinion of the development authority, the application contains the documents and other information necessary to review the application.

**(3)** The time period referred to in subsection (1) may be extended by an agreement in writing between the applicant and the development authority or, if applicable, in accordance with a land use bylaw made pursuant to section 640.1(a).

**(4)** If the development authority does not make a determination referred to in subsection (1) within the time required under subsection (1) or (3), the application is deemed to be complete.

**(5)** If a development authority determines that the application is complete, the development authority must issue to the applicant an acknowledgment in the form and manner provided for in the land use bylaw that the application is complete.

**(6)** If the development authority determines that the application is incomplete, the development authority must issue to the applicant a notice in the form and manner provided for in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the development authority in order for the application to be considered complete.

**(7)** If the development authority determines that the information and documents submitted under subsection (6) are complete, the development authority must issue to the applicant an acknowledgment in the form and manner provided for in the land use bylaw that the application is complete.

**(8)** If the applicant fails to submit all the outstanding information and documents on or before the date referred to in subsection (6), the application is deemed to be refused.

**(9)** If an application is deemed to be refused under subsection (8), the development authority must issue to the applicant a notice in

the form and manner provided for in the land use bylaw that the application has been refused and the reason for the refusal.

**(10)** Despite that the development authority has issued an acknowledgment under subsection (5) or (7), in the course of reviewing the application, the development authority may request additional information or documentation from the applicant that the development authority considers necessary to review the application.

**(11)** Repealed 2020 c39 s10(49).

2016 c24 s125;2020 c39 s10(49)

### Development Appeals

#### Permit deemed refused

**684(1)** The development authority must make a decision on the application for a development permit within 40 days after the receipt by the applicant of an acknowledgment under section 683.1(5) or (7) or, if applicable, in accordance with a land use bylaw made pursuant to section 640.1(b).

**(2)** A time period referred to in subsection (1) may be extended by an agreement in writing between the applicant and the development authority.

**(3)** If the development authority does not make a decision referred to in subsection (1) within the time required under subsection (1) or (2), the application is, at the option of the applicant, deemed to be refused.

**(4)** Section 640(5) does not apply in the case of an application that was deemed to be refused under section 683.1(8).

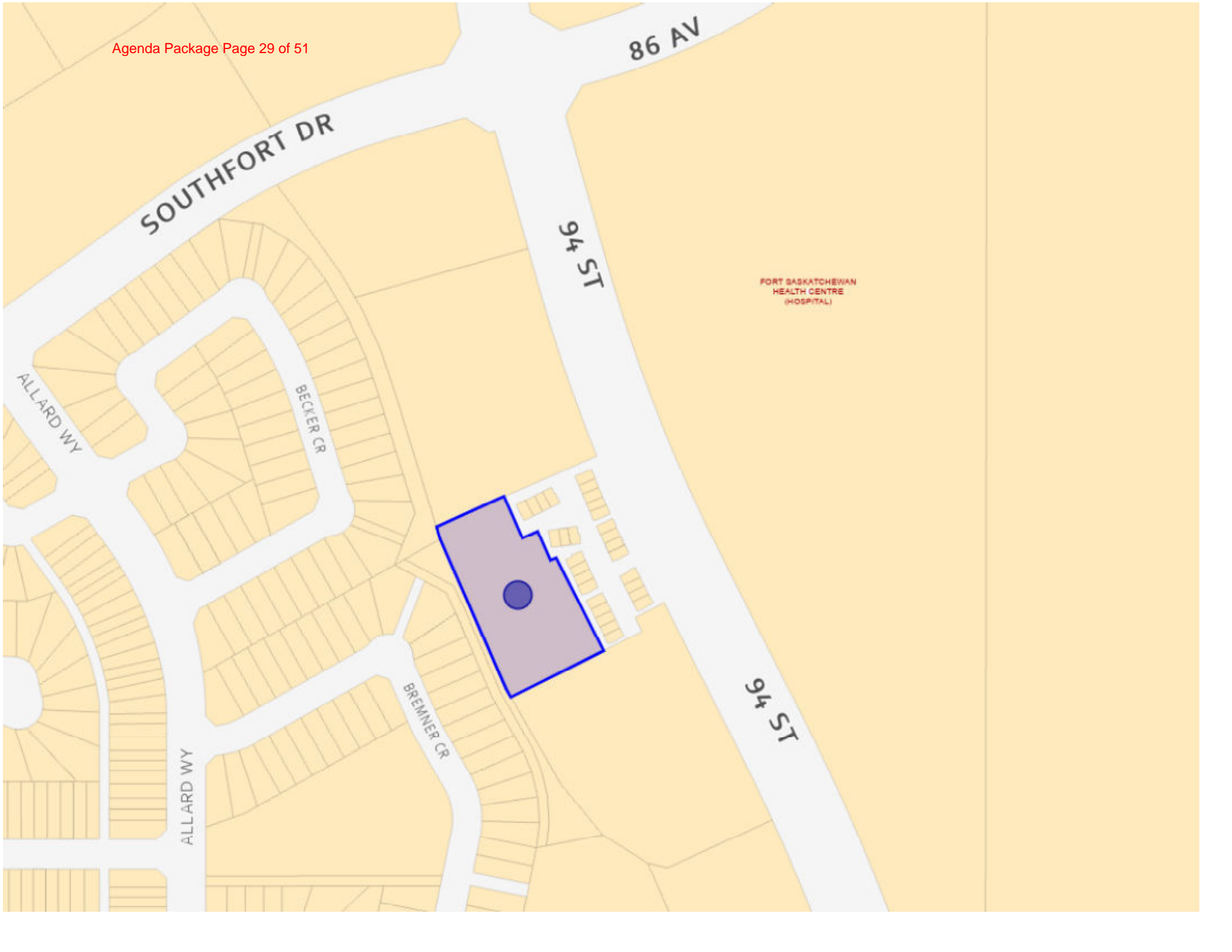
RSA 2000 cM-26 s684;2016 c24 s126;2018 c11 s13

#### Grounds for appeal

**685(1)** If a development authority

- (a) fails or refuses to issue a development permit to a person,
- (b) issues a development permit subject to conditions, or
- (c) issues an order under section 645,

the person applying for the permit or affected by the order under section 645 may appeal the decision in accordance with subsection (2.1).





CITY OF  
FORT SASKATCHEWAN

# Deemed Refused 8530 94 Street



# **Subdivision and Development Appeal Board**

**Development Permit PLRES20260030  
8530 94 Street**

**April 17, 2026**



# Background and Timeline

- January 12, 2026: A Development Permit Application for multi-attached housing on a comprehensive site was submitted to Planning & Development.
- January 14, 2026: The Development Authority advised the applicant of the fees and the options to make payment.
- January 26, 2026: The Development Authority met in person with the applicant to advise of the requirements for a development permit application. An email summary of the meeting was provided to the applicant which included the payment of fees.

# Background and Timeline

- January 29, 2026: The Development Authority deemed the application “Incomplete” and set a deadline for the applicant to provide the required information and payment to February 27, 2026.
- March 3, 2026: The Development Authority requested an update on the status of the application by Wednesday, March 4, 2026.
- March 9, 2026: The applicant submitted some of the required information. The same day the Development Authority followed up with inconsistencies within the submission and notification that payment is still outstanding.
- March 17, 2026: The Development Authority sent an email checking in on the status of the application.

# Background and Timeline

- March 23, 2026: The Development Authority sent a final email notice to provide the required information and to submit payment for the application. They were advised that should the necessary documents and payment not be received by end of day, Tuesday, March 24, 2026, the Development Authority would deem the application refused.
- March 24, 2026: The applicant submitted the remainder of the required documents, but payment was still not received.
- March 25, 2026: The Development Authority deemed the application refused for non-payment.

## **APPLICABLE REGULATIONS IN THE MUNICIPAL GOVERNMENT ACT AND LAND USE BYLAW**

The Municipal Government Act (MGA) in Section 683.1 outlines and gives direction to the municipality on how to process development permit applications.

The Land Use Bylaw (LUB) reiterates the regulations of the MGA and the relevant sections for this application included:

- **Section 3.4 Requirements for a Development Permit Application:** This section outlines documents, drawings, assessments and reports required for the Development Authority to review an application along with providing the prescribed application form, abandoned well check and payment of fees as listed in the Fees and Charges Bylaw.
- **Section 3.6 Application Completeness:** This section states that the Development Authority must within 20 days of receiving an application make a determination if the application is complete. If deemed incomplete, a notice must be sent to the applicant providing the reasons on why the application has been deemed incomplete and then set a date by which any outstanding items must be submitted. If the applicant fails to submit all outstanding information and documentation on or before the date indicated, the application is deemed to be refused. The Development Authority must issue the applicant a notice (refusal).

# Summary of Development Authority's Reasons for Refusal

- Despite multiple notices and reminders payment remained outstanding and the application could not be deemed complete.



CITY OF  
FORT SASKATCHEWAN

Questions?



## **Recommended Alternatives for SDAB Consideration.**

1. The SDAB may overturn the decision of the Development Authority, deem that the application was complete within the required timeline set by the Development Authority and direct the Development Authority to begin the development permit review process.

# Exhibit “C”

## Appellant Submission



# CITY OF FORT SASKATCHEWAN ALBERTA

## NOTICE OF APPEAL

### SUBDIVISION & DEVELOPMENT APPEAL BOARD

<b>Site Information:</b>		Appeal Fee: (highlight applicable fee)	
Municipal Address of site:	8530-94ST Fort Sask, AB.	<b>Development Appeal:</b>	\$150.00 (Residential)
Legal land description of site:	Unit C Plan 1621606		\$450.00 (Commercial, Industrial, Institutional, DC - Affected Party)
Development Permit number or Subdivision Application number:	PLRES20260030		\$650.00 (Commercial, Industrial, Institutional, DC - Applicant, Appellant, S.O.)
<b>Appellant Information:</b>		<b>Subdivision Appeal:</b>	\$650.00 (Residential)
			\$650.00 (Commercial, Industrial, Institutional, DC - Affected Party)
			\$1,000.00 (Commercial, Industrial, Institutional, DC - Applicant, Appellant)

Name:	2553467 AB LTD	Phone:	[Redacted]	Agent Name: (if applicable)	[Redacted]
Mailing Address:	4216 97 ST NW	City, Province:	Edmonton, AB		
Postal Code:	T6E 5Z9	Email:	2553467abLtd@gmail.com		

APPEAL AGAINST (Check ONE Box Only) for multiple appeals you must submit another Notice of Appeal

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

**REASON(S) 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.

(Attach a separate page if required)  
The Development Permit was refused due to non-payment of the fee. The fees has been made on 25 March 2026. Please consider the request.

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: 25/03/26.
---------------	------------	-----------------

<b>OFFICE USE ONLY</b>		
SDAB Appeal Number:	Appeal Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> 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](mailto:sdab@fortsask.ca)



10005-102 ST  
City of Fort Saskatchewan  
AB T8L 2C5  
780-992-6200

finance@fortsask.ca

Finance

**Invoice/Receipt**

124060203 RT0001

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Transaction 725674  
Transaction Date 2026-Mar-27 11:59:04 AM  
Reference

---

**\$**

Residential Subdivision Appeals : FCL  
Construction Inc.  
1.00 @ \$150.00 \$150.00

Discount..... \$0.00  
Subtotal..... \$150.00  
Tax..... \$0.00  
Total Sales Amount..... \$150.00

---

**Payment Received**

Visa \$150.00

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Processed By: Mary

---

Invoice # 725674  
Transaction # 492123  
Transaction Date 2026-Mar-27 11:59:04 AM

CC Type Visa  
CC Number 452088\*\*\*6880  
CC Expiry 2026-Mar-27 11:5  
Auth Code 015711  
Reference 2026-Mar-27 11:59:04 AM

**Sale** \$150.00

**Status** Approved

X  
.....

**To:**

Subdivision and Development Appeal Board (SDAB)  
City of Fort Saskatchewan

---

**Dear Members of the Board,**

We are writing on behalf of **2553467 Alberta Ltd.** in support of our appeal concerning the deemed refusal of Development Permit Application **PLRES20260030** for the property municipally known as **8530 – 94 Street, Fort Saskatchewan.**

---

**1. Background and Basis of Refusal**

The application was deemed refused solely due to a **one-day delay in the payment of the required application fee.**

Importantly, this refusal does not arise from any deficiency in the proposed development, design, or compliance with applicable planning regulations, but rather from a **minor administrative timing issue.**

---

**2. Completeness of Application**

- All required plans, drawings, and supporting documentation were complete and prepared
- The application was fully ready for review on its merits
- The required fee has since been paid in full, with no outstanding obligations

This demonstrates that the application was **substantially complete in all material respects.**

---

**3. Substantial Compliance and Procedural Fairness**

We respectfully submit that this application satisfies the principle of **substantial compliance**, as recognized in planning and administrative decision-making.

The one-day delay:

- Was **inadvertent and administrative in nature**
- Did **not impair the integrity of the application**
- Did **not hinder the Development Authority's ability to evaluate the proposal**

In these circumstances, a strict interpretation leading to refusal would be **disproportionate to the nature of the deficiency.**

#### 4. Absence of Prejudice

The delay in fee payment:

- Did **not cause any prejudice to the Municipality or its administrative processes**
- Did **not impact surrounding properties, public safety, or planning considerations**
- Did **not result in any delay or disadvantage to other stakeholders**

Accordingly, there is **no substantive planning basis** to justify the refusal.

---

#### 5. Planning Merit of the Proposal

While the refusal was procedural, we emphasize that:

- The proposal is **consistent with applicable land use regulations**
- The development is **appropriate for the site and surrounding context**
- There are **no identified planning conflicts or non-compliance issues**

We respectfully request that the application be evaluated based on its **planning merits rather than a minor administrative technicality**.

---

#### 6. Request for Relief

In light of the above, we respectfully request that the Board:

- **Allow the appeal**
  - Determine that the application should not have been deemed refused
  - Direct that the Development Permit application be **reinstated and processed on its merits**
- 

#### 7. Good Faith and Intent

At all times, the Applicant has acted in **good faith** and with the intention of complying fully with all municipal requirements.

The fee delay was an **isolated and promptly rectified administrative oversight**, and not reflective of any lack of compliance or diligence.

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#### Conclusion

This appeal arises from a **minor procedural irregularity**, not from any substantive issue with the development.

Given that:

- The application was otherwise **complete and compliant**
- The delay was **minimal and corrected immediately**
- There is **no prejudice to the Municipality or public interest**

We respectfully submit that allowing this appeal would be consistent with **fairness, reasonableness, and sound planning principles.**

## Jonathan Milke

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**From:** 2553467 Alberta Ltd. <2553467abltd@gmail.com>  
**Sent:** April 8, 2026 8:05 AM  
**To:** Iryna Kennedy  
**Subject:** Re: SDAB PLRES20260030 - Notification Letter  
**Attachments:** letter of appeal.docx

Good morning,

With respect to the appeal, I would like to confirm that all documents and plans pertaining to this development Permit are now complete and ready for your review.

As a gesture of good faith, we respectfully request your consideration for a one-time opportunity in this matter. We kindly request that we be granted permission to proceed so that we may initiate the development process without further delay.

We are fully committed to complying with all applicable requirements and ensuring that the project proceeds in accordance with regulations.

We would sincerely appreciate your understanding and consideration in granting this one-time opportunity.

Please let us know if any additional information or clarification is required.

Thank you for your time and consideration.

On Thu, Apr 2, 2026 at 1:56 PM Iryna Kennedy <[ikennedy@fortsask.ca](mailto:ikennedy@fortsask.ca)> wrote:

Good afternoon,

Please see the attached notification letter for the SDAB Hearing.

If you have any additional documents or materials you would like included in the agenda package, please feel free to forward them at your earliest convenience.

Should you have any questions or require further information, don't hesitate to reach out.

**Iryna Kennedy** (*She/Her*)

Senior Legislative Officer

**City of Fort Saskatchewan**

T: 780.992.6236



CITY OF  
FORT SASKATCHEWAN  
ALBERTA



# Exhibit “D”

## Hearing Notification Mailing Information



# CITY OF FORT SASKATCHEWAN LEGISLATIVE SERVICES

10005 102 Street, Fort Saskatchewan, Alberta T8L 2C5  
780.992.6200 | [legislativeservices@fortsask.ca](mailto:legislativeservices@fortsask.ca)

April 2, 2026

2553467 Alberta Ltd  
4216 97 St NW  
Edmonton, AB T6E 5Z9

## RE: NOTICE OF APPEAL – SUBDIVISION AND DEVELOPMENT APPEAL BOARD

The Clerk of the Subdivision and Development Appeal Board (SDAB) has received your appeal regarding a deemed refusal of a development permit application for a multi-attached housing by the City’s Development Authority. The development permit application was deemed refused for the site municipally addressed as 8530 – 94 Street, as indicated on the map below.

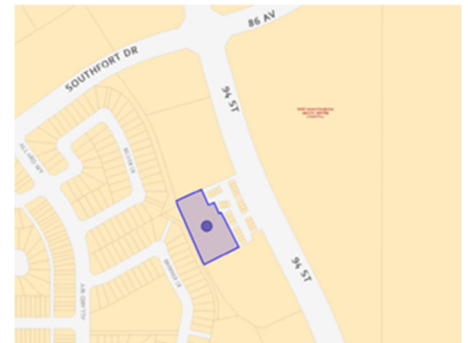
In accordance with the *Municipal Government Act*, the SDAB will hold a public hearing as follows:

**Date and time of Hearing:** April 17, 2026, at 1:00 PM

**Location of Hearing:** City Hall – Council Chambers  
10005 – 102 Street, Fort Saskatchewan

**Development Permit Application Deemed Refusal:** PLRES20260030

**Appellant:** 2553467 Alberta Ltd



As the Appellant, you are hereby notified of the appeal hearing. Persons wishing to make submissions to, or presentations before, the Board may do so by registering their intent with the Clerk on or before **12:00 PM on April 10, 2026**. Any written submissions received by the deadline will be included in the agenda package, which can be found at [fortsask.ca/sdab](https://fortsask.ca/sdab)

During the hearing, the SDAB will hear, review, and consider both written and verbal presentations from the Appellant, persons given notice of the appeal, and City officials. Upon conclusion of the hearing, the SDAB has 15 days within which to render a decision.

Questions concerning this appeal may be directed to our offices by calling 780-992-6200, or by way of email to [sdab@fortsask.ca](mailto:sdab@fortsask.ca).

Sincerely,

Iryna Kennedy  
Clerk, Subdivision and Development Appeal Board  
cc: Lindsey Butterfield, Director, Planning & Development

