



In accordance with Section 547 of the Municipal Government Act and the Regional Municipality of Wood Buffalo Subdivision and Development Appeal Board Bylaw 95/033, a request for a review of an order issued under Sections 545 and 546 may be done so to the Subdivision and Development Appeal Board and must be filed within the legislated time frame.

Section 1 – Property Information				
Legal Land Description:(i.e. Lot, Block, Plan or ATS 1/4 Sec-Twp-Rng-Mer)				
Lot	Block	Plan	ATS	
Civic Address				
Type of Order			Date of Order	
Section 2 - Appellant Information				
NB: At the time of the appeal hearing the individual acting as agent must produce the completed and signed Agent Authorization Form.				
Appellant Name (If the Appellant is a company, enter the complete legal name of the company)				
Agent <sup>1</sup> Name (if applicable)			Contact Name (if different) and position held	
Mailing Address		City/Town	Province	Postal Code
Telephone Number (Daytime)	Alternate Telephone Number		Email Address	
Section 3 – Request for Review of:				
<input type="checkbox"/> Notice of Order				
<input type="checkbox"/> I/We are the Applicant or land owner of the subject property			<input type="checkbox"/> I/We are a person affected by an order, decision or development permit	
Section 4 – Reasons for Review				
In support of your request, you are required to provide a full statement of the grounds and reasons of you are requesting the review. You may include any photographs, drawings or plans for clarification.				
I/We hereby appeal the issuance of an Order for the following reason(s):				
(Attach a separate page if required)				

**PLEASE SEE REVERSE FOR IMPORTANT INFORMATION**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Appellant/Agent

**If an Agent is representing the property owner, a letter is required from the owner giving consent to a property inspection.**

**Registered Owner:** I/We hereby give permission to the Regional Municipality of Wood Buffalo to do a site inspection and take photographs of the property as necessary for the purpose of this Appeal.

\_\_\_\_\_  
Signature of Registered Owner

**Protection of Privacy**

The personal information you provide on this form is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The personal information is used to process your designation of an agent for appeals with the Subdivision and Development Appeals Board. If you have any questions about the collection and use of the personal information contact the Legislative Officer, 7<sup>th</sup> Floor 9909 Franklin Avenue, Fort McMurray AB T9H 2K4 ; or call 780.788.2222

For Office Use Only				
Appeal #:	Fee:	Appeal Hearing Date:	Date Applicant Notified:	Date Appellant Notified:

<sup>1</sup> Agent — A person who acts for a Property Owner, Applicant, Appellant, and/or Affected/Adjacent Property Owner during the appeal hearing process or at a hearing before the Subdivision and Development Appeal Board.

## **MATTERS FOR AN APPEAL**

- A decision of the Subdivision Authority concerning a subdivision application;
- A decision of the Development Authority concerning a development permit application;
- An enforcement order issued by the Development Authority.

## **SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

In accordance with the Municipal Government Act, once you file an appeal, it will be scheduled for a hearing. The appellant, applicant, owner of the property and anyone considered an affected person will receive written notification of the hearing date, a minimum of five days prior to the hearing. Hearing dates are advertised in the local papers and Municipal website [www.rmwb.ca/sdab](http://www.rmwb.ca/sdab), the Friday prior to the hearing.

## **IMPORTANT NOTICES**

Your completed form and any supporting attachments, the agent authorization form, and the prescribed filing fee must be submitted to the Clerk of the Subdivision and Development Appeal Board prior to the deadline indicated on the notice or decision issued.