



SUBDIVISION AND DEVELOPMENT APPEAL BOARD

NOTICE OF APPEAL

In accordance with Section 678 and 686 of the Municipal Government Act and the Regional Municipality of Wood Buffalo Land Use Bylaw 26/001 an appeal to the Subdivision and Development Appeal Board 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

Development Permit Number or type 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 – Appeal

(Check One Box Only) for multiple appeals you must submit another Notice of Appeal

Development Permit	Subdivision Application	Notice of Order
<div><input type="checkbox"/> Approval</div> <div><input type="checkbox"/> Condition of Approval</div> <div><input type="checkbox"/> Refusal</div>	<div><input type="checkbox"/> Approval</div> <div><input type="checkbox"/> Condition of Approval</div> <div><input type="checkbox"/> Refusal</div>	<div><input type="checkbox"/> Notice of Order</div>
<div><input type="checkbox"/> I/We are the Applicant or Land Owner of the subject property</div>		
<div><input type="checkbox"/> I/We are a person affected by an order, decision or development permit</div>		

Section 4 – Reasons for Appeal

Section 678 and 686 Municipal Government Act require that the written Notice of Appeal must contain specific reasons for the appeal. In support of your appeal, you are requested to provide a full statement of the grounds and reasons of your appeal. You may include any photographs, drawings or plans for clarification.

I/We hereby appeal the decision of the Approval Authority 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

Please return the completed form and prescribed filing fee to:

Clerk of the Subdivision and Development Appeal Board, 7<sup>th</sup> Floor, Jubilee Center, 9909 Franklin Avenue, Fort McMurray AB T9H 2K4  
Telephone: 780-743-7001 Email: sdab@rmwb.ca

Protection of Privacy

The personal information on this form is authorized under Section 4(c) of the *Protection of Privacy Act* and is managed in accordance with the *Act*. The personal information will be used as contact information and to process your application. If you have questions about the collection or use of your personal information, please contact PULSE at 780-743-7000, 1-800-973-9663, or online at [rmwb.ca/pulse](http://rmwb.ca/pulse).

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 at the contact information provided below prior to the deadline indicated on the notice or decision issued:

Clerk of the Subdivision and Development Appeal Board,  
7th Floor, Jubilee Center,  
9909 Franklin Avenue,  
Fort McMurray AB T9H 2K4

Telephone: 780-743-7001  
Email: [sdab@rmwb.ca](mailto:sdab@rmwb.ca)