

NOTICE OF APPEAL TO:

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 Town of Innisfail collects 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 FOIPP Coordinator for the Town of Innisfail at 403.227.3376

Signature of Appellant/Agent	Date:	YYYY	MM	DD
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OFFICE USE ONLY		APPEAL #		Date Received Stamp	
<input type="checkbox"/> \$250.00 Appeal Fee		Amount Payable: \$ _____			
		Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Appeal Deadline		Hearing Date			
YYYY	MM	DD	YYYY	MM	DD



APPEAL PROCESS

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 the \$250.00 appeal fee.

PAYMENT INFORMATION

Payment is to be made to the order of the Town of Innisfail in the form of Cash, Cheque or Debit

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 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 2:00 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.

If you require further information regarding appeal board procedures, please contact the SDAB Clerk at:

(403)227.3376 or email: townhall@innisfail.ca FAX: (403)227.4045

FILING INFORMATION

Mail To:
The Town of Innisfail
4943 53 Street
Innisfail, AB T4G 1L3