



Peace Regional SDAB
 P.O. Box 450, Berwyn, Alberta, T0H 0E0
 5109 - 51 Street, Berwyn, Alberta
 Ph. 780-338-3862 Fax 780-338-3811
 Email: info@mmsa.ca

Notice of Appeal

Appellant Information
 NB: If using an agent, the agent must produce the completed and signed Agent Authorization Form at the time of the appeal hearing.

Name of Appellant			
Name of Agent (if applicable)			
Mailing Address (for notification purposes)	Municipality	Province	Postal Code
Phone Number (Day)	Email		

The appellant/agent, gives authorization for electronic communication by the Clerk, using the email provided on this Notice of Appeal

Property Information

Legal Land Description (Format: MER-RGE-TWP-SEC-QTR)	Plan #/Lot #/Block #		
Mailing Address (for notification purposes)	Municipality	Province	Postal Code
Property Roll #	Permit #/Subdivision Application File Number		

I am appealing: (Check one box only. For multiple appeals you must submit separate Notice of Appeal forms)

Development Authority Decision	Subdivision Authority Decision	Decision of Enforcement
<input type="checkbox"/> Approval <input type="checkbox"/> Condition(s) of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Approval <input type="checkbox"/> Condition(s) of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Stop Order

Reasons for appeal Section 678 and 686 of the *Municipal Government Act* require that the written Notice of Appeal must contain specific reasons for the appeal.

Reasons for Appeal (attach separate page if required)

FOIP Notification: This personal information is being collected under the authority of the *Municipal Government Act* (MGA) and the *Freedom of Information and Protection of Privacy Act* (FOIP) and is managed in accordance with the provisions of FOIP. If you have any questions about the collection of your personal information, contact the Administrative Assistant, Peace Regional Subdivision and Development Appeal Board (MMSA) 5109 – 51 Street, Berwyn, AB T0H 0E0. Phone: 780.338.3862.

Signature of appellant/agent	Date(dd/mm/yyyy)
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FOR OFFICE USE ONLY

Appeal Fee \$150.00	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Date appeal received	Final date of appeal	Hearing Date/Time
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Submitting an Appeal

Appeals must be submitted on time and with the required fee

Sections 645, 678, and 686 of the *Municipal Government Act*, RSA 2000, c M-26, require that your Notice of Appeal be submitted to the Peace Regional Subdivision and Development Appeal Board (SDAB) within the legislated timeframe and with the required fee. Fees are as follows:

Type of appeal	Fee
Subdivision	\$150.00
Development	\$150.00
Stop Order issued under section 645 of the <i>Municipal Government Act</i>	\$150.00

Refund: If an appeal is withdrawn prior to the arrangement of the hearing, the fee may be refunded. Any request for a refund should be submitted with the appeal and should include a written statement of the reasons for the request.

How to submit your appeal and pay your fee

Notices of Appeal must be filed with the Board in writing within the time limits set out in the MGA. You must submit your Notice of Appeal by mail or deliver it in person to the municipality which the appeal originates. Please address your Notice of Appeal to the Chief Administrative Office of the Municipality.

You can submit your Notice of Appeal by mail or deliver it in person. Regardless of how you submit your Notice of Appeal, it must be received on or before the final appeal deadline.

Please make cheques payable to your Municipality.

What happens after my appeal is submitted?

Once your Notice of Appeal is submitted on time and with the required fee, the appeal will be heard by the SDAB within 30 days. A Clerk of the SDAB will contact you about the appeal hearing. You and the landowners who are adjacent to the property in question will receive a written Notice of Hearing.

More information

For more information about filing an appeal or SDAB procedures, please contact the Administrative Assistant of the Peace Region Subdivision and Development Appeal Board at:

Phone: 780-338-3862 Email: info@mmsa.ca Website: <http://mmsa.ca/services/peace-regional-sdab>