







THE INTER-MUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD (ISDAB)

Appellant Information									
Name of Appellant			Agent Name (if applicable)						
Mailing Address		City/	City/Town/Village		Province		Postal Code		
Business Phone # Residential Phone #			Fax#		Email A	Email Address			
Site Information									
Municipal Address of Site		Postal Code							
Legal Description of Site (must be completed for S	ubdivision app	eals)							
Development Permit Number or Subdivision Applic	ation Number	(if app	licable) Date of D	Decision of	Appropri	ate Authori	ty (if applicable	e)	
APPEAL AGAINST (please check ONE b	ox only - fo	r mul	tiple appeals you	u must s	ubmit a	nother N	lotice of Ap	peal)	
Subdivision Application Deve			lopment Permit		Stop Order				
□ Approval	□ Approval					□ Stop Order			
☐ Conditions of Approval	☐ Conditions of Approval								
□ Refusal	☐ Refusal livision/Development Authority or a Stop Order								
(Attach a separate page if required) NOTE: Hearings are scheduled within 30 days from the date of receipt of a completed application – Please indicate any days you are NOT available. NOTE: A completed application must include reasons for the appeal. Any applications recieved without reasons or the required fee will not be processed. The ISDAB is collecting 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 Municipalities Board Clerk. Signature of Appellant/Agent Date: WYYY MM DD									
OFFICE USE ONLY	APPEAL	#				Date	Received Stamp		
□ \$ Appeal Fee	Amount Pa	ayable	e: \$						
□ \$Appeal Fee	Fee Paid:		□ Yes	□ No					
Appeal Deadline		Н	earing Date						
2000/	20000								

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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 <u>must</u> 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 <u>must</u> be accompanied by a non-refundable filing fee as follows:

- 1. Development Permit or Stop Order \$250.00
- 2. Subdivision Application \$250.00

PAYMENT INFORMATION

By Mail: Cheque, Money Order Only – payable to "Big Lakes County"

In Person: Cash, Cheque, and 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 Development Appeals, the Board Clerk will notify adjacent property owners.
- For Subdivision Appeals, the Board Clerk will notify owners of adjacent property (as specified in MGA).
- The Board Clerk will schedule a Hearing date within 30 days from the date that you submit a completed application for appeal.
- Hearings will begin at 1:00 pm.

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. Within the timelines outlined on the Notice of Hearing, you will be required to:

- provide a copy of your pre-hearing disclosure to the opposing party, AND
- provide ten (10) paper copies to the Appeal Board.

Any additional information that is to be presented at the hearing must be provided with ten (10) copies which will be distributed to the Board Clerk, Panel members, and other parties present. All submissions at the hearing will be marked as exhibits and will become part of the public record.

If you require further information regarding appeal board procedures, please contact the Muncipalities Board Clerk:

Big Lakes County - 780-523-5955 Town of High Prairie -780-523-3388 Town of Slave Lake - 780-849-8006 Town of Swan Hills - 780-333-4477