



# APPEAL PROCESS

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

### 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 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 Municipalities 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