



Notice of Appeal Subdivision and Development Appeal Board

Site and appellant information (fill out completely)			Clerk's Stamp	
Site Information				
Municipal address of site				
Legal land description				
Development permit number or subdivision application number				
Appellant Information				
Name of appellant	Agent name (if applicable)			
Street Address				
City	Province	Postal Code		Day Phone Number
Evening Phone Number	Fax Number	Email Address		

Appeal Against (check one box only)

Development Permit	Subdivision Application	Order
Approval	Approval	Notice of order
Conditions of approval	Conditions of approval	
Refusal	Refusal	

Reasons for appeal

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

The appeal is herein launched for the following reasons: (attach a sperate page if required)

Collection and use of personal information

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. This information will be used to process your request for a hearing before the Subdivision and Development Appeal Board. Your information will form part of a file available to the public. If you have any questions about the collection of your personal information, contact the FOIP Coordinator at 403-845-4444.

Signature of appellant/agent	Date (YYYY/MM/DD)
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Instruction for filing an appeal

Notice of appeal to Clearwater County Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the Municipal Government Act and Clearwater County Land Use Bylaw No. 714/01.

The notice of appeal form must:

- Be received by the SDAB within 21 days of receipt of written notice or decision from the Development Authority or the Subdivision Authority
- State specific reasons for the appeal
- Be signed by the appellant
- Be accompanied by the required \$300 filing fee payable to Clearwater County

Deliver or Mail to: Clearwater County
Subdivision and Development Appeal Board
Legislative Services
Box 550, 4340 – 47th Avenue
Rocky Mountain House, AB T4T 1A4

Fax or email to: Fax the completed appeal form to 403-845-7330, or email it to sdab@clearwatercounty.ca

You are cautioned that if you mail the appeal, it must be received on or before the final date for appeal. It is therefore, recommended that you use one of the alternate submission options. Appeal is not complete until payment received.

Payment: Appeal fees may be paid by cheque payable to Clearwater County. Appeal fees may also be paid by using Debit or cash but only if you file your appeal in-person at the:
Clearwater County Administration Building
4340 - 47th Avenue
Rocky Mountain House, AB T4T 1A4

Business hours are 8:00 a.m. to 4:30 p.m. Monday to Friday.

For further information

You may contact the Subdivision and Development Appeal Board Clerk for any questions you may have about appeal deadlines, fee payment options and information regarding the appeal process. The Board clerk may also advise individuals on how to prepare for and present an appeal, Board procedures and planning issues.

Telephone 403-845-4444