

# NOTICE OF APPEAL

Subdivision & Development Appeal Board for Rocky View County  
Enforcement Appeal Committee for Rocky View County

## APPELLANT INFORMATION

Name of Appellant

Appellant Property Address

Municipality

Province

Postal Code

Mailing Address (if different than above)

Municipality

Province

Postal Code

Primary Phone #

Alternate Phone #

Email Address

## PROPERTY UNDER APPEAL

Address

Legal Land Description (Lot, Block, Plan OR Quarter-Section-Township-Range-Meridian)

Property Roll #

Development Permit, Subdivision Application, or Enforcement Order #

## I AM APPEALING THE DECISION ISSUED BY

☐ Development Authority

☐ Subdivision Authority

☐ Enforcement Services

## REASONS FOR APPEAL (include as much detail as possible as to why you are appealing the decision, attach a separate page if required)

This information is collected under section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)* for the Subdivision and Development Appeal Board or the Enforcement Appeal Committee for Rocky View County and will be used to process your appeal and create a public record of the appeal hearing. Your name, legal land description, street address, and reasons for appeal will be made available to the public in accordance with section 40(1)(c) of the *FOIP Act*. Your personal contact information, including your phone number and email address, may be redacted prior to your appeal being made available to the public. If you have questions regarding the collection, use or disclosure of this information, please contact a Legislative Officer at 403-230-1401.

OFFICE USE ONLY  
DATE RECEIVED STAMP

The *Municipal Government Act* and Rocky View County's *Master Rates Bylaw* require that an appeal be submitted to the Subdivision and Development Appeal Board ("Board") or the Enforcement Appeal Committee ("Committee") by the appeal deadline and with the required fee.

#### When is the deadline to file an appeal?

The legislated deadline to submit an appeal can be found in the notice you receive from Rocky View County. Your appeal and the filing fee must be received by the Board Clerk by the date listed in the notice.

#### How can I file an appeal?

You can file an appeal by submitting the completed notice of appeal form in one of the following ways:

<b>Email:</b>	sdab@rockyview.ca
<b>Mail, drop-off, or in person during business hours:</b>	Board Clerk c/o Legislative & Intergovernmental Services 262075 Rocky View Point Rocky View County, AB T4A 0X2

#### What should the notice of appeal form include?

The form should include your contact information, the property under appeal, and specific reasons supporting your appeal. Being comprehensive in your submission will help the Board or Committee understand your appeal. You can also submit additional documents such as site plans, photographs, etc. to support your appeal.

#### What is the filing fee?

<b>Subdivision and Development Appeal Board</b>	<b>Fee</b>
Appeal of a Development Authority decision filed by the landowner/applicant	\$350.00
Appeal of a Development Authority decision filed by an affected party	\$250.00
Appeal of a Stop Order issued by the Development Authority	\$500.00
Appeal of a Subdivision Authority decision (paid at time of subdivision application and credited to endorsement fee if no appeal is filed)	\$1,000.00

  

<b>Enforcement Appeal Committee</b>	<b>Fee</b>
Appeal of a Compliance Order issued as per the <i>Municipal Government Act</i>	\$500.00

#### How can I pay the filing fee?

You can pay the filing fee over the phone, in-person at County Hall, or by mailing a cheque (payable to Rocky View County). Your appeal is not considered received until the fee has been paid. It is your responsibility to ensure the completed notice of appeal form and filing fee have been received by the Board Clerk.

#### When will my appeal be heard?

Your appeal will be heard by the Board or Committee within 30 days from the date it has been received by the Board Clerk. You will be notified in writing of the date, time, and place of the hearing. The Board Clerk will notify adjacent neighbours, if applicable.

For more information about filing an appeal or hearing procedures, please contact the Board Clerk at 403-230-1401 or sdab@rockyview.ca.