ROCKY VIEW COUNTY

APPEAL INFORMATION SHEET
SUBDIVISION & DEVELOPMENT APPEAL BOARD

How to file an appeal

If you disagree with a development, subdivision, or stop-order decision, you may have the right to appeal. Here is what the appeal process looks like, from start to finish.

REVIEW

Consider your appeal

The Board hears appeals of a **development permit** decision, a **stop order**, or a **subdivision** decision, including deemed refusals. File within the deadline that applies to you:

DEVELOPMENT PERMIT	STOP ORDER	SUBDIVISION APPLICATION
21 days	**21** days	**14** days

FILE

File a Notice of Appeal

Complete the **Notice of Appeal** form online, or file in person, by phone, or by mail. Pay the filing fee by **cash, cheque, or card**.

MAIL / IN PERSON
262075 Rocky View Point
Rocky View County, AB T4A 0X2

BY PHONE
403-230-1401

EVIDENCE

Submit your evidence

Send all evidence to the Board Clerk by **9:00 a.m., two business days before** your hearing, or by the date set in your Notice of Hearing.

HEARING

Attend the hearing

The Board first settles procedural and jurisdictional matters, including any request for an adjournment, then hears presentations in this order before deciding in private:

Development Authority → **Appellant** → **In support** → **In opposition** → **Rebuttal**

DECISION

Receive the decision

The Board emails its written decision, with reasons, within **15 days**. The decision is final once it is signed and issued, and is posted at rockyview.ca under Meetings and Hearings. A further appeal may be made to the **Alberta Court of Appeal** within **30 days**.

QUESTIONS?
We're here to help.

sdab@rockyview.ca
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