



Subdivision and Development Appeal Board (SDAB) Appeal Information Sheet

Considering an Appeal

The Board hears various appeals such as appeals of:

- A decision of the Development Authority concerning a development permit application. This includes deemed refusals.
- A stop order, under s. 645 of the *Municipal Government Act* (MGA).
- A decision of the Subdivision Authority concerning a subdivision application. This includes deemed refusals.

Deadlines:

Development Permit – the applicant may appeal within 21 days after the date on which the written decision was given. Anyone affected by the permit may appeal within 21 days after the date on which notice of the approval was given.

Stop Order – a person affected by the order may appeal within 21 days after the date on which the order was made.

Subdivision application – the applicant and certain other entities listed in the MGA may appeal within 14 days after receipt of the written decision.

Filing a SDAB Appeal

To file an appeal online, you will need to fill out the Notice of Appeal form.

When filing a Notice of Appeal in person, over the phone or by mail, the filing fee must be paid by cash, cheque or card.

Mail/ In-Person

262075 Rocky View Point
Rocky View County, AB T4A 0X2

By Phone

403-230-1401

Evidence Submission

Evidence is required to be submitted to the board clerk by 9AM the business day prior to the hearing, or by a date that is set at the discretion of the board and included in the Notice of Hearing.



Participating in a Hearing

The Board generally begins hearings by determining procedural and jurisdictional matters. This process is designed to manage scheduling and prevent unnecessary delays by ensuring the Board and the Parties are aware of:

- Who will be participating.
- The types of issues that will be raised.
- The nature and scope of evidence and arguments.
- The Board may also give directions about the filing of additional materials.
- The Board may also deal with preliminary issues regarding the appeal, such as requests for adjournment.

The Board also has authority to determine procedural and/or jurisdictional issues at any time during the hearing.

Order of a Hearing

The Board's process for the hearing is as follows:

1. Presentations will be provided in the following order:
 - a. First, we will hear from the Development Authority;
 - b. Next from the Appellant, who is the Applicant for this file;
 - c. Then from anyone who is affected by the appeal:
 - Those in support of the appeal will present first.
 - Followed by those who are in opposition of the appeal.
2. The Appellant will have the opportunity to provide a rebuttal, if they feel one is needed.
3. The Board will ask questions throughout the hearing.
4. Following all presentations, the Board will recess to consider the evidence in private to determine if the Board has enough information to close the hearing.

Decisions

The Board will issue a written decision to the parties, by email, including its reasons within 15 days after the conclusion of the hearing for Development Permit, Stop Order, and Subdivision appeals. The Board's decision is final once the written decision has been signed and issued. The Board's decisions are posted onto the website here: [Meetings and Hearings | Rocky View County](#)

An appeal of the Board's decision can be made to the Alberta Court of Appeal, in accordance with s688 of the MGA, within 30 days after the decision is issued.

For more information on this process or if you have any questions, please contact sdab@rockyview.ca