



**Notice for Appeal**  
**Subdivision and Development Appeal**  
 2 Erickson Drive  
 Sylvan Lake, AB T4S1Z5

Office Use Only			
Date Received:	Land Use District:	Use: <input type="checkbox"/> Permitted <input type="checkbox"/> Discretionary <input type="checkbox"/> Prohibited	
Building Permit No:	Development Permit No:	Subdivision File No:	Roll No:
Appeal No:	Final Date of Appeal:	Hearing Date:	Date Applicant Notified:
<ul style="list-style-type: none"> <li>• Division 10 of the <i>Municipal Government Act</i> establishes the requirements and procedure for appeals.</li> <li>• The Notice of Appeal must be received by the Subdivision and Development Appeal Board, no later than the final date for appeal, as specified in the <i>Municipal Government Act</i>. Otherwise, the appeal will not be processed.</li> <li>• Any decision of the Municipal Planning Commission or Development Officer can be appealed.</li> <li>• The Subdivision and Development Board will give a minimum of 5 days written notice of the hearing to all affected parties, this includes the applicant, the authority who made the decision, and anyone else that received a notice of the application such as neighbors and external agencies.</li> <li>• The decision of the Subdivision and Development Appeal Board is final.</li> </ul>			
<b>Municipal Address Subject to Appeal:</b>			
<b>Legal Description of property to be appealed:</b>	Lot (Parcel):	Block:	Plan:
<b>Appellant:</b>	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
<b>Agent:</b> (if different from appellant)	Name:		
	Address:		
	Town:		Postal Code:
	Phone Res:		Phone Cell:
	Email:		
<b>Appeal Commenced By:</b>	Interest in the property subject to appeal: <input checked="" type="checkbox"/> Applicant of the development permit or subdivision <input checked="" type="checkbox"/> A school authority <input checked="" type="checkbox"/> A government department <input type="checkbox"/> Agency identify: <input type="checkbox"/> Other explain:		
<b>Reason(s) for the Appeal:</b>	<input type="checkbox"/> Development Permit - Approval of the permit <input type="checkbox"/> Development Permit - Refusal of the permit <input type="checkbox"/> Development Permit – Conditions of Approval imposed on the permit <input type="checkbox"/> Subdivision – Approval of the subdivision <input type="checkbox"/> Subdivision – Refusal of the subdivision <input type="checkbox"/> Subdivision – Conditions of approval imposed on the subdivision <b>Details must be provided on the next page.</b>		

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**Reason for Appeal:**  
 The *Municipal Government Act* requires that the written notice of appeal must contain specific reasons for the appeal.  
 Attach additional information if necessary

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Appellant

**Applications for appeal must be received to the Subdivision & Development Appeal Board Secretary within 21 days of the decision of the Development Authority (Municipal Planning Commission or Development Officer) by the end of the business day. Submissions must accompany the \$400 appeal fee. The hearing will be scheduled within 30 days of receipt of appeal application. The applicant and/or their delegate must be in attendance for the hearing. Please submit application and fee to:**

**Teri Musseau**  
**Subdivision & Development Appeal Board Secretary**  
 2 Erickson Drive, Sylvan Lake, AB T4S 1Z5  
 (403)887-2822 ext. 106  
[tmusseau@sylvansummervillages.ca](mailto:tmusseau@sylvansummervillages.ca)