Notice for Appeal

Subdivision and Development Appeal

2 Erickson Drive
Sylvan Lake, AB T4S1Z5

The information on this form is collected under the authority of section 4(c) of the Alberta Protection of Privacy Act. This information will be used to apply for a Subdivision and Development Appeal with the Summer Village of Half Moon Bay. If you have any questions about the collection of your personal information, please contact the office.

Office Use Only			
Date Received:	Land Use District:	Use: ☐Permitted ☐Discretionary ☐ Prohibited	
Building Permit No:	Development Permit No:	Subdivision File No:	Roll No:
Appeal No:	Final Date of Appeal:	Hearing Date:	Date Applicant Notified:

- **Division 10 of the *Municipal Government Act* establishes the requirements and procedure for appeals.**
- **The Notice of Appeal must be received by the Subdivision and Development Appeal Board Secretary, no later than the final date for appeal, as specified in the *Municipal Government Act.* Otherwise, the appeal willnot be processed.**
- **Any decision of the Municipal Planning Commission or Development Officer can be appealed.**
- **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.**
- **The decision of the Subdivision and Development Appeal Board is final.**

Municipal Address Subject to Appeal:			
Legal Description of property to be appealed:	**Lot (Parcel):**	**Block:**	**Plan:**
Appellant:	**Name:**		
	Address:		
	Town:	**Postal Code:**	
	Phone Res:	**Phone Cell:**	
	Email:		
Agent/Legal Counsel: (if different from appellant)	Name:		
	Address:		
	Town:	Postal Code:	
	Phone Res:	Phone Cell:	
	Email:		
Appeal Commenced By:	Interest in the property subject to appeal: ☐ Applicant of the development permit or subdivision ☐ A school authority ☐ A government department ☐ Agency identify: ☐ Other explain:		
Reason(s) for the Appeal:	☐ Development Permit - Approval of the permit ☐ Development Permit - Refusal of the permit ☐ Development Permit – Conditions of Approval imposed on the permit ☐ Subdivision – Approval of the subdivision ☐ Subdivision – Refusal of the subdivision ☐ Subdivision – Conditions of approval imposed on the subdivision **Details must be provided on the next page.**		

The personal information requested on this form is being collected for a Notice of Appeal and is protected by the Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

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 the complete appeal application including the appeal fee. The applicant and/or their delegate must be in attendance for the hearing. Please submit fee to the office either in person or via PaySimply located on the website, and the application to:

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