

Important Notice: This PDF was designed to be filled in with Adobe Acrobat Reader. Download the form to your desktop and use Adobe Acrobat Reader to open, complete and submit this form. If you are using Edge or Chrome browser some fields will not work as intended and your form may not submit.

In accordance with Sections 678 and 686 of the *Municipal Government Act* and The City of Calgary Bylaw 25P95, as amended, an appeal to the Subdivision and Development Appeal Board must be filed within the legislated time frame and each Notice of Appeal must be accompanied by the legislated fee. For filing instructions and fee payment options, see the reverse side of this form.

Site Information			
Municipal Address of Site Under Appeal		Development Permit/Subdivision Application/File Number	
Appellant Information - must name all appellants			
Name of Appellant		Agent Name (if applicable)	
Street Address (for notification purposes)			
City	Province	Postal Code	Residential Phone # ()
Business Phone # ()	Email Address		

APPEAL AGAINST (Check one box only: for multiple appeals you must submit another Notice of Appeal)

Development Permit	Subdivision Application	Notice of Order
<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Notice of Order

REASONS FOR APPEAL Sections 678 and 686 of the *Municipal Government Act* require that the written Notice of Appeal must contain specific reasons for the appeal.

I do hereby appeal the decision of the Subdivision/Development Authority for the following reasons (Attach a separate page if required):

In order to assist the Board in scheduling, please answer the following questions to the best of your ability:

Estimated presentation time (minutes/hours)	Will you be using an agent/legal counsel? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Do you anticipate any preliminary issues with your appeal? (i.e. jurisdiction, parties status as affected persons, adjournment, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, what are the issues?	
Do you anticipate bringing any witnesses/experts to your hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	If yes, how many will you be bringing?

This personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, Section 33(c) and the *Municipal Government Act*, Sections 678 and 686. **NOTE: THIS INFORMATION WILL FORM PART OF A FILE AVAILABLE TO THE PUBLIC.** If you have any questions regarding the collection of this information, contact the City Appeal Boards at 403-268-5312 or PO Box 2100 Stn. "M", #8110, Calgary, AB, T2P 2M5.

Signature of Appellant / Agent	Date YYYY MM DD
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FOR OFFICE USE ONLY

Final Date of Appeal YYYY MM DD	SDAB Appeal Number	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No	Hearing Date YYYY MM DD	Date Received
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APPEAL SUBMISSION INFORMATION

The Notice of Appeal must be accompanied by a \$200.00 filing fee AND must be received by the Subdivision and Development Appeal Board (SDAB) no later than the final date for appeal as specified in the *Municipal Government Act*; otherwise, the Appeal will not be processed. If an appeal is withdrawn prior to the commencement of the SDAB hearing, the fee shall be refunded. Refunds for withdrawals submitted once the SDAB hearing has commenced shall be at the Board's discretion.

FILING INFORMATION

If you mail the Appeal, it must be received on or before the final date for appeal or it will not be processed and a hearing before the Board will not occur.

MAIL TO:	DELIVER TO:
City Appeal Boards Subdivision and Development Appeal Board #8110 P.O. Box 2100, Station M Calgary, AB T2P 2M5	City Appeal Boards Subdivision and Development Appeal Board 4th Floor, 1212 31 Avenue NE (Deerfoot Junction III Building (DJ3)) Calgary, AB T2E 7S8

We accept cash or cheque at the Appeal Boards office. Please make cheques payable to The City of Calgary.

TO FILE ONLINE, VISIT www.calgary.ca/sdab/onlineappeal

NOTE: Appeals cannot be faxed as the respective filing fee must accompany the Appeal at the time of filing.

If you require further information regarding Appeal deadlines and Board procedures, please contact the Appeal Boards office at:

Phone: 403-268-5312

Email: sdab@calgary.ca

Website: www.calgary.ca/sdab