

Notice of Appeal

Subdivision and Development Appeal Board (SDAB)

Stop Order Dated: _____

- ☐ Approval
- ☐ Conditions of Approval
- ☐ Refusal
- ☐ Stop Order

| APPELLANT INFORMATION | | | APPELLANT'S REPRESENTATIVE (IF APPLICABLE) | | |
|-----------------------|-----------|--------------|--|-----------|--------------|
| Appellant Name: | | | Representative Name: | | |
| Mailing Address: | | | Mailing Address: | | |
| City: | Province: | Postal Code: | City: | Province: | Postal Code: |
| Phone: | Cell: | | Phone: | Cell: | |
| Email: | | | Email: | | |

| SUBJECT SITE INFORMATION | | | | | | |
|--------------------------|-------|------|---------|-------------|-------|----------|
| Municipal Address | | | | Roll Number | | |
| Lot: | Block | Plan | Section | Township | Range | Meridian |

| REASONS FOR APPEAL | |
|---|--|
| Please be specific and attach additional pages if required. Sections 678 and 686 of the Municipal Government Act require that the written Notice of Appeal contain specific reasons for the appeal. | |

| SIGNATURE | | |
|---------------------|------------|----------------|
| Appellant Signature | Print Name | Date of Appeal |

OFFICE USE ONLY

Appeal No.: _____ Appeal Fee: _____ ☐DB ☐MC ☐VISA ☐CHQ ☐CSH ☐ONLINE Receipt No.: _____

Appeal Period Expiry Date: _____ Date Appeal Received: _____

Collection and use of personal information

This personal information is being collected under the authority of the Access to Information Act and the Protection of Privacy Act and will be used to process your request for an appeal hearing before the Subdivision and Development Appeal Board and will form part of a file available to the public for this purpose only. The personal information in this application is protected by the privacy provisions of the Access to Information Act and the Protection of Privacy Act. If you have any questions about the collection of this information, please contact the Access to Information and Protection of Privacy Coordinator at 780-349-4444.

Instructions for filing an appeal

A Notice of Appeal to the Town of Westlock's Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the Municipal Government Act and the Town of Westlock's Land Use Bylaw 2022-12.

The notice of appeal form must:

- Be received by the SDAB within 21 days of the date of the decision from the Development or Subdivision Authority;
- State specific reasons for the appeal;
- Be signed by the appellant; and
- Be accompanied by the required filing fee payable to the Town of Westlock, as per the Town's Fees and Rates Bylaw.

Filing methods

Deliver or mail to:

Town of Westlock, Secretary of the Subdivision and Development Appeal Board
10003 106 Street, Westlock, AB T7P 2K3

Please note - if you mail your appeal, it must be received on or before the final appeal deadline. It is therefore, recommended that you use an alternate filing method.

Email to:

info@westlock.ca

Payment options

Appeal fees may be paid in person at the Town Office, by e-transfer to finance@westlock.ca, online via OptionPay, or by cheque payable to the Town of Westlock.

More information about our payment methods can be found at: www.westlock.ca/town-hall/pay-for.

For further information

You may contact the Secretary of the Subdivision and Development Appeal Board for any questions you may have about appeal deadlines, fee payment options, and information regarding the appeal process. The Board Secretary may also advise individuals on how to prepare for and present an appeal, Board procedures, and planning issues.

Secretary of the Subdivision and Development Appeal Board
info@westlock.ca
(780) 349-4444