

# Filing an appeal with the

## Subdivision and

## Development Appeal Board

### When can I file an appeal?

On a subdivision application\*:

- subdivision is approved, with or without conditions;
- subdivision is refused or deemed refused.

On a development application:

- development permit is issued, with or without conditions;
- development permit is refused or deemed refused.

On a Stop Order:

- you feel the stop order was not properly issued by the Development Authority

### Who can appeal?

On a subdivision application:

- the applicant of the subdivision
- A Government Department\*
- Town Council\*
- a School Board\*\*

On a development application:

- the applicant for the permit
- person affected by a stop order
- any person considered affected by the development\*\*

\* Depending on the location of your property, you may have to file your appeal with the MGB. Please see the Clerk for the Board for details.

\*\*some exceptions apply

### Timelines

Subdivision appeal must be filed within 14 days of:

- receipt of written decision from the Subdivision Authority\*\*, or
- deemed refusal by the subdivision authority

\*\*if sent by regular mail, the date of receipt is deemed to be 7-days from the date it is mailed

Development/Stop Order appeal must be filed within 21 days of:

- the date on which the written decision is made,
- the date the application for the permit is deemed refused, or
- the date on which the Stop Order was made.

Once your appeal is filed, the Board:

- must hold a hearing within 30 days of the notice of appeal being filed;
- provide at least 5 days notice of the hearing date to the applicable parties; and
- provide a written decision within 15 days after concluding the hearing.

At the hearing, you will have an opportunity to state your case/present your evidence, and respond to any other party's statements or evidence.

The Boards decision will be based on the evidence presented and all relevant legislation.

### What must your Notice of Appeal Include?

Your Notice of Appeal must include:

- the date.
- whether your appeal is with regard to a Subdivision application, Development permit application or Stop Order.
- legal description and municipal location of the subject property.
- reasons for appeal (please include as much information here as possible).
- your name and contact information, including: mailing address, telephone number, and email address (please indicate if this can be used as the main means of communication)

Your appeal must be submitted in writing, along with the \$200 appeal fee, to the Clerk for the Board within the timelines listed in this document.

Your appeal will be included in the Agenda package, which is available to the public.

You should include any additional evidence or materials in support of your appeal in advance of the hearing and for inclusion in the agenda package. The Clerk will let you know the deadline for submission of this material.

**Town of Edson**  
**PO Box 6300**  
**605-50 Street**  
**Edson, AB T7E 1T7**  
**Attention: SDAB Clerk**  
**Email: [kaylas@edson.ca](mailto:kaylas@edson.ca)**

