



**CITY OF CHESTERMERE
SUBDIVISION NOTICE OF APPEAL**

FEE \$350.00

DATE RECEIVED _____

File Number _____

Name of Registered Owner(s) _____

Name of Applicant _____

Mailing Address: _____

Mailing Address _____

Phone No: Home _____ Work _____

Phone No: Home _____ Work _____

LEGAL DESCRIPTION

Lot _____ Block _____ Plan _____

Subdivision # _____
(Internal Use Only)

Municipal Address _____

THIS APPEAL IS COMMENCED BY, OR ON BEHALF OF:

- (a) by the applicant for the approval
- (b) by a Government department if the application is required by the subdivision and development regulations to be referred to that department
- (c) Not Applicable
- (d) by a school board with respect to
 - (i) the allocation of municipal reserve and school reserve or money in place of the reserve,
 - (ii) the location of school reserve allocated to it, or
 - (iii) the amount of school reserve or money in place of the reserve

Reason(s) for the appeal: (if required, please submit accompanying documentation with this completed form)

Signature of the Appellant/Agent _____

Date _____

Please forward this form to:

Sara Alinaghi Pour, Clerk
Subdivision & Development Appeal Board
City of Chestermere
105 Marina Road
Chestermere, Alberta T1X 1V7
Phone: (403) 207-7075 | Fax: (403) 207-2817

FOIP Notification: The personal information you provide on this form is being collected under the authority of Section 640(2) of the *Municipal Government Act* and Section 32(b) and 32(c) of the *Freedom of Information and Protection of Privacy Act* and is protected by the privacy provision of these acts. This information will be used to determine eligibility for a permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have any questions about the collection of this information please contact the FOIP coordinator, 105 Marina Road, Chestermere Alberta T1X 1V7 (403) 207-7050

CITY OF CHESTERMERE
PROCEDURES FOR SUBDIVISION & DEVELOPMENT APPEAL BOARD HEARING

PLEASE NOTE: ALL DOCUMENTS PRESENTED AT THIS HEARING ARE PUBLIC DOCUMENTS

SDAB MEETING

- a) Declares the Meeting for the Subdivision & Development Appeal Board OPEN.
- b) States the Public Hearing meeting is being recorded.
- b) Asks for Motion to adopt Agenda, vote.
- c) Ask for Motion to adopt Minutes, vote.

PUBLIC HEARING PORTION

1. Chairperson declares Public Hearing Portion of the Meeting open. **(For Each Appeal)**
2. Chairperson:
 - a) Introduces members of the Subdivision & Development Appeal Board to the Public.
 - b) Ask Appellant to identify themselves, ask if they have received a copy of the information package distributed to the Board and if they have any objections to any of the information. (If Appellant requires time to review Information, short recess called).
 - c) Ask the Appellant(s) or Agents(s) if they have any objections to any member of the Board hearing the Appeal.
 - d) Explain the order of presentation and the time limit for presentation.
- **At this point, Board members who declare a conflict of interest will be excused from the room for the duration of this particular public hearing**
3. Ask Development Officer to introduce the appeal (basic facts: advertised; neighbors notified) and review staff report.
4. Appellant or agent to speak **IN FAVOUR** of the Appeal. (The Board requires anyone speaking to identify themselves and to indicate how they claim to be affected by the Appeal).
5. Any others speaking **IN FAVOUR** of the Appeal (The Board requires anyone speaking to identify themselves and to indicate how they claim to be affected by the Appeal).
 - a) Ask Secretary if any correspondence **IN FAVOUR** of the appeal had been received.
 - b) If yes, correspondence to be read into the minutes
6. Any Person speaking **IN OPPOSITION** to the Appeal. (The Board requires anyone speaking to identify themselves and to indicate how they claim to be affected by the Appeal).
 - a) Ask Secretary if any correspondence **IN OPPOSITION** of the Appeal had been received.
 - b) If yes, correspondence to be read into the minutes
7. Rebuttal from the Appellant
8. Open discussion and questions by the Board (only).
9. Declare the Public Hearing portion of the meeting closed. **(For Each Appeal)**

- 10 Option a) Call for motion on the application.
 - Discussion and/or amendments to the motion. (Any amendments require a motion). - Motion read back if needed.
 - Voting - first on any amendment and then voting on main motion.
 - inform Appellant of Decision.

(Note that the decision is not final until it is signed and issued in writing)
- Option b) Call for a motion to go in-camera for further discussion, and decision.
 - SDAB will discuss the matter and issues a written decision within 15 days.

(Note that the decision is not final until it is signed and issued in writing).
11. Motion to adjourn SDAB meeting.