



**CITY OF CHESTERMERE
DEVELOPMENT NOTICE OF APPEAL**

File # _____

TO: The Secretary, Subdivision and Development Appeal Board
City of Chestermere, 105 Marina Road, Chestermere, AB T1X 1V7

Roll # _____

I/We _____

of Civic Address: _____ Postal Code: _____

Email Address: _____ Telephone: (h) _____ (c) _____

hereby give notice to the Subdivision and Development Appeal Board (SDAB) of the City of Chestermere that in accordance with the provisions of Land Use Bylaw No. 022-10 as amended, I/We appeal against the decision of the Development Officer of the City with respect to the following:

Civic Address: _____ at Lot(s) _____ Block _____ Plan _____

or Ptn. of Sec. _____ Twp. _____ Rge. _____ W _____ Meridian
particulars of which are described in the plans, specifications and/or documents attached hereto.

THE GROUNDS FOR APPEAL IN THIS MATTER ARE AS FOLLOWS:

(if required, please submit accompanying documentation with this completed form)

NOTE:

A complete form shall be forwarded with the appropriate fee (as per the City Fee Schedule), to the Secretary of the Subdivision and Development Appeal Board, at the address stated above. The completed form with reasons for the appeal, and the fee, must be received by the Secretary of the SDAB within fourteen (14) days for a subdivision appeal, and twenty-one (21) days for a development permit appeal, of the date on which a Notice of Decision was received or advertised in the paper. Telephone inquiries please call 207-7075.

FOIP Notification:

Personal information provided on this form is collected under the authority of Section 686 of the *Municipal Government Act*. The information will be used in the Subdivision and Development Appeal process and may be disclosed to the Development Authority whose order, decision or development permit, is the subject of the appeal; or to owners required to be notified under the land use bylaw and other person(s) the Subdivision and Development Appeal Board considers to be affected by the decision.

Personal information is protected by provisions of the *Freedom of Information and Protection of Privacy Act*. For questions on the collection of information, contact the Chestermere FOIP Coordinator at (403) 207-7050.

Date

Signature

FEE: Please see the City Fee Schedule

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.