



CITY OF  
*Lethbridge*

## NOTICE OF APPEAL

### Subdivision & Development Appeal Board

In accordance with sections 678 and 686 of the *Municipal Government Act* and The City of Lethbridge Bylaw 4749, an appeal to the Subdivision and Development Board must be filed within the legislated time frame.

<b>Site Information</b>		(Date Received Stamp)
Municipal Address of Appeal		
Legal Description of Site (must be completed for subdivision appeals)		
Development Application Number or Subdivision Application Number		
<b>Appellant Information</b>		
Name		
Mailing Address		
		(Office use Only)
City	Province	Postal Code
Residence #	Business #	Email

**APPEAL AGAINST** (Check One Box Only) for multiple appeals you must submit another Notice of Appeal

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

**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.

The grounds for this appeal are as follows:

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(Attach a separate page if required)

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 6788 and 685 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 FOIP Coordinator at (403) 329-7329.

<b>Signature of Appellant</b>		Date YYYY   MM   DD	
<b>FOR OFFICE USE ONLY</b>			
Final Date of Appeal YYYY   MM   DD	Appeal Number	Hearing Date YYYY   MM   DD	Date Appellant Notified YYYY   MM   DD

## APPEAL SUBMISSION INFORMATION

The Notice of Appeal must be received by the Subdivision and Development Appeal Board, no later than the final date for appeal, as specified in the *Municipal Government Act*. Otherwise, the appeal will not be processed.

## 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:
The Secretary Subdivision & Development Appeal Board City Hall 910 – 4 <sup>th</sup> Avenue South Lethbridge, Alberta T1J 0P6	The Secretary Subdivision & Development Appeal Board Office of the City Clerk, 2 <sup>nd</sup> Floor, City Hall 910 – 4 <sup>th</sup> Avenue South Lethbridge, Alberta

## APPEAL PROCESS

### a) DEVELOPMENT APPEALS

Any decision of the Municipal Planning Commission or Development Officer can be appealed. Letters of Appeal are made to the Subdivision & Development Board and must be made within 21 days of receipt of the written decision, after

- 1) The date that the notice to the public is published in the newspaper; or
- 2) In the case of an appeal by an applicant, the date that the notice to the applicant is deemed to have been received.

All landowners within 60m (200 feet) of the parcel are notified in writing of the Appeal.

### b) SUBDIVISION APPEALS

A decision of the Municipal Planning Commission or Subdivision Officer can be appealed. Letters of Appeal are made to the subdivision & Development Board and must be made within 21 days of receipt of the written decision. An Appeal can only be initiated by:

- 1) the applicant
- 2) a Provincial Government department if the application is required to be referred to that department
- 3) school authority with respect to
  - a. the allocation of municipal reserve and school reserve or money in place of the reserve,
  - b. the location of school reserve allocated to it, or
  - c. the amount of school reserve or money in place of the reserve.

Appeals within a certain distance of the highway, a body of water, or a sewage treatment, or waste management facility are handled by the Provincial Municipal Government, as set out in the provincial subdivision and development regulations.

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

Phone: 403 329 7329

Email: [david.sarsfield@lethbridge.ca](mailto:david.sarsfield@lethbridge.ca)

Website: [www.lethbridge.ca](http://www.lethbridge.ca)