



5120-52 Street  
 PO Box 6837  
 Drayton Valley, T7A 1A1  
 Tel: (780) 514-2200  
 Fax: 780-542-5753  
 info@draytonvalley.ca

## SUBDIVISION AND DEVELOPMENT APPEAL BOARD NOTICE OF APPEAL

<b>APPEAL OF THE:</b> <i>(check one box only)</i>			
<u>File No.</u>	<u>Development Permit</u>	<u>Subdivision Application</u>	<u>Order</u>
	<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Notice of order

<b>APPELLANT</b> <i>(required)</i>			
Appellant Name:		Home Phone No.:	Work Phone No. :
Mailing address:	City/Town:	Province:	Postal Code:
Email address:			

<b>APPELLANT'S REPRESENTATIVE</b> <i>(if different than above)</i>			
Representative Name:		Home Phone No.:	Work Phone No. :
Mailing address:	City/Town:	Province:	Postal Code:

<b>SITE INFORMATION</b>		
Municipal Address:	Legal Description: Lot:                      Block:                      Plan:	Quarter/Section/Township/Range/Meridian:

<b>REASON FOR APPEAL</b> <i>(required)</i>

SIGNATURE OF APPELLANT/REPRESENTATIVE	DATE (YYYY/MM/DD)
---------------------------------------	-------------------

<b>FOR OFFICE USE ONLY</b>			
<u>File No.</u>	<u>Date Received Stamp</u>	<u>Fee</u>	<u>Receipt #</u>



## Instructions for filing an appeal

Notice of appeal to Town of Drayton Valley Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the *Municipal Government Act* and Town of Drayton Valley Land Use Bylaw 2007/24/D.

When does an appeal need to be submitted by?

- Subdivision Appeals
  - An appeal of the decision of a subdivision authority on an application for subdivision approval must be filed within 14 days of receipt of the written decision of the subdivision authority or deemed refusal by the subdivision authority.
- Development Appeals
  - Appeals made by the applicant for a development permit must be filed within 21 days of the date on which the written decision is made or the date on which the applicant for the development permit is deemed refused.

What needs to be included in an appeal?

- Subdivision and Development Appeal Board – Notice of Appeal Form which must be submitted in writing and include:
  - Your name, signature, and contact information,
  - The file number and/or legal description of the project, and
  - the specific reasons for appeal.
- The appeal fee of \$300.00 as set out in the Town of Drayton Valley's Fee Schedule

If any part of the requirements is missing at the appeal deadline, the appeal will be void and not be processed.

1. Appeal fees may be paid by cheque payable to the Town of Drayton Valley. Debit and cash may be submitted if the application is filed in person.
2. Submission of the Notice of Appeal and the fee can be made by:
  - Deliver or mail to: Subdivision and Development Appeal Board Clerk  
5120-52 Street, PO Box 6837  
Drayton Valley, AB T7A 1A1
  - Fax or email to: 780-542-5753 or [admin-support@draytonvalley.ca](mailto:admin-support@draytonvalley.ca)

This personal information is being collected under the authority of Section 685 of the *Municipal Government Act* and will be used to process your request for a development 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 Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of your personal information, contact the FOIP Coordinator at 780-514-2200.