



**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 the current City of Chestermere Land Use Bylaw, 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 Part 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 (403) 207-7075.

ATIA 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 34 of the Access to Information Act (ATIA) and Protection of Privacy Act (POPA) is protected by the privacy provision of these acts. This information will be used to determine eligibility for a development/building permit and for enforcement of applicable laws and may be circulated to persons or authorities as necessary for the review process. If you have questions about the collection of this information, please contact the ATIA/POPA Coordinator at atia@chestermere.ca or in person at 105 Marina Road, Chestermere, Alberta T1X 1V7 (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 back if needed.
- Voting - first on any amendment and then voting on main
- inform Appellant of

(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

(Note that the decision is not final until it is signed and issued in writing).

11. Motion to adjourn SDAB meeting.