

A notice of appeal for a development matter must be filed within 21 days of the development authority's written decision.  
 A notice of appeal for a subdivision matter must be filed within 14 days after the receipt of the subdivision authority's written decision.

<b>Appellant</b> (Landowner, applicant, or affected party filing the appeal)			
Name of Appellant(s)		Telephone #	
Mailing Address	Municipality	Province	Postal Code
E-mail Address <i>(By providing an e-mail address I consent to receive documents by e-mail)</i>			
<b>Property under appeal</b>			
Municipal Address		Legal Land Description (Lot, Block, Plan)	
Development Permit #, Subdivision Application #, or Enforcement Order #		Date of decision	
<b>Matter being appealed</b> (check one box only)			
<b>Development authority decision</b> <input type="checkbox"/> Approval or conditions of approval <input type="checkbox"/> Refusal	<b>Subdivision authority decision</b> <input type="checkbox"/> Approval or conditions of approval <input type="checkbox"/> Refusal	<b>Enforcement decision</b> <input type="checkbox"/> Stop Order	
<b>Reasons for appeal</b> (attach separate page if required) - All appeals must contain reasons			

<b>Signature of Appellant</b>	<b>Date</b>

The personal information on this form is collected for the purpose of administering the Subdivision and Development Appeal Board appeal process and becomes a public document which may be provided to those who may be affected by your appeal. This personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act*. Questions concerning the collection of this information can be directed to the FOIP Coordinator at (403) 948-8816 or by e-mail to foip@airdrie.ca.

**Notice of Appeal Information**

**How do I file my appeal?**

- Your Notice of Appeal form and the accompanying fee must be received by the Subdivision and Development Appeal Board (SDAB) no later than the final date for appeal as specified in the *Municipal Government Act*. If submitting your Notice of Appeal by mail, please note that it must be **received** by the SDAB (not post-marked) on or before the final date for appeal.
- For each Notice of Appeal form submitted, a non-refundable \$150.00 (Development Appeal or Stop Order) or \$250 (Subdivision Appeal) filing fee is required on or before the final date for appeal.
- Submission of your Notice of Appeal and the fee can be made in the following manner:

By mail to:	City of Airdrie 400 Main Street SE Airdrie, AB T4B 3C3 Attention: Clerk of the Subdivision and Development Appeal Board <b>Pay by cheque payable to “City of Airdrie”.</b>
Deliver in person to:	City of Airdrie 400 Main Street SE Airdrie, AB T4B 3C3 Attention: Clerk of the Subdivision and Development Appeal Board <b>Pay by cheque payable to “City of Airdrie”, cash, debit card, Visa, or Mastercard.</b>
By e-mail to:	<a href="mailto:Appeals@airdrie.ca">Appeals@airdrie.ca</a> <b>Pay with Visa or Mastercard by phoning 403-948-8816 between 8:30 am 4:30 pm, Monday to Friday.</b>

**What happens after my appeal is submitted?**

Once your Notice of Appeal is submitted on time and with the required fee, an appeal hearing will be scheduled by the SDAB Clerk within 30 days. You and any other party required to be notified under the *Municipal Government Act* or the City of Airdrie’s *Land Use Bylaw* will receive a written Notice of Hearing.

Please note, the SDAB hearing is considered a hearing *de novo* (to hear anew). The Board can confirm, revoke, or vary the order, decision, or development permit, or any attached condition. The Board may also replace an order, decision, or permit with its own per section 687(3)(c) of the *Municipal Government Act*. For example, if conditions of a development permit are appealed, the Board may deny the development permit in its entirety. In these circumstances, there may be legislated waiting periods before a development permit can be reapplied for.

**Where can I get more information?**

- For information about filing an appeal or SDAB procedures, please contact the SDAB Clerk at 403-948-8816 or [appeals@airdrie.ca](mailto:appeals@airdrie.ca).
- For information about land development applications or the City of Airdrie’s Municipal Development Plan or *Land Use Bylaw*, contact the City of Airdrie’s Planning Department at 403-948-8848 or [planning@airdrie.ca](mailto:planning@airdrie.ca).
- For information about the enforcement of municipal bylaws, contact the City of Airdrie’s Municipal Enforcement at 403-948-8892.