

What happens at the hearing?

*The Chairman will announce each appeal.
The Development or Subdivision Officer will be called upon to present their application.
The Chairman will then hear:*

Appellant(s) *(person appealing)*

Individual(s) *against the appeal*

Others *wishing to speak to the appeal*

Questions from **the Board**

Rebuttal *from the appellant(s)*

Postponing the Hearing

A written request to postpone the hearing can be submitted. It must contain reasons for requesting a postponement and be submitted before the start of the hearing. Postponement requests are not automatically granted; the Board considers these requests based on each file's merits, including submissions concerning requests from other affected parties to the appeal.

If an individual cannot be in attendance at the hearing to speak to the postponement request, it is advised that a representative attend on behalf of the party who is prepared to discuss the request and/or present evidence to the Board in the event that the postponement is denied.

Failing to attend the hearing

If you are not at the hearing when it begins, the Board may proceed without you.

If you cannot attend the hearing, clearly describe your position on the appeal form, or file a written submission, ahead of time.

What is the Subdivision & Development Appeal Board?

The Subdivision & Development

Appeal Board (SDAB) is an **independent quasi-judicial body appointed by County Council**

to hear appeals from those who have been affected by a decision of the Development or Subdivision authority.

SUBDIVISION & DEVELOPMENT APPEAL BOARD

LAC STE. ANNE COUNTY



LAC STE. ANNE COUNTY

www.LSAC.ca

For any questions regarding the Subdivision & Development Appeal Board, please contact the SDAB Secretary at:

Lac Ste Anne County
56521 Range RD 65, Box 219
Sangudo AB, T0E 2A0

Phone 780.785.3411

Toll-Free 1.866.880.5722

Email devassistant@LSAC.ca

Inside this brochure you'll find information on:



THE SDAB



APPEALS



DECISIONS



HEARINGS

Appeals

What can be appealed?

A decision of the Development Officer, Subdivision Authority or Municipal Planning Commission in relation to a stop order, a development permit application or a subdivision application.

The most commonly appealed decisions are:

An order of the Development Authority to stop construction or the present use of a property.

A development permit decision.

A subdivision decision.

Who can appeal?

The person(s) who receive(s) the notice issued.

The applicant.

The applicant.

Anyone who is affected by the decision.

A Provincial Government Department, if the application is required to be referred to that department.

A school authority.

How to appeal

Submit an appeal request on the designated form along with the appeal fee to the Subdivision & Development Appeal Board Secretary within the required timeline.

Submit your appeal to:

Subdivision & Development Appeal Board Secretary
c/o Lac Ste. Anne County
56521 Range RD 65, Box 219
Sangudo, AB T0E 2A0

Withdrawal of an appeal:

Any withdrawals of an appeal must be in written form. Forms are available at the County office, or at [LSAC.ca/forms](https://www.lfac.ca/forms).



LAC STE. ANNE COUNTY



How to prepare for the hearing

Use these tips to prepare for your SDAB hearing:

- ❑ **Determine the relevant planning issues associated with the appeal.** Examples include design, parking, traffic, compliance with planning legislation, and the impact on adjacent properties.
- ❑ **Prepare a clear, concise and logical written presentation.** Submit by deadline for inclusion in the report to the Board, along with any other evidence you will be presenting.
- ❑ **Ask neighbours to speak on your behalf.** Write letters outlining their position in support or objection.

- ❑ **Attend an SDAB hearing** before the date of your own hearing in order to obtain an understanding of the process.
- ❑ **Review the contents of the SDAB Report.**



Be prepared to summarize your key points. The Board may impose a time limit on your presentation.

- ❑ **If you wish to comply but need more time, outline specific deadlines and deliverables that you're willing to meet should the order be amended.**

Decisions

The Board may uphold, vary or deny your appeal. The decision of the Board may be given verbally after the Hearing. The decision is not official, nor can it be acted upon until it is issued in writing. **The Board will issue its decision in writing within 15 days after the hearing.**

What if the decision is unfavorable?

The Board's decision is final unless it can be shown that the Board erred on a matter of law or jurisdiction. You may appeal the decision to the **Court of Appeal of Alberta** within 30 days of the date the decision was issued.



If your development permit falls into one of these categories, your appeal will be sent to Municipal Government Board — not the SDAB:

- Land within 300 m of a highway right of way or 800 m from the centerpoint of an intersection of two highways
- A parcel of land within distances prescribed in ss.12(3) or 13(3) of the Subdivision and Development Regulation
- A parcel of land that contains wetlands
- Land that has been assigned a historic resource value by Culture, Multiculturalism and Status of Women