315 Jespersen Ave, Spruce Grove, AB Phone: 780-962-2611

CE M-F: 8:30 a.m. – 4:30 p.m.

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NOTICE OF APPEAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Development or Subdivision Application No.:	Appeal of the Approval	Representing group
Stop Order Dated:	Conditional approval Refusal	List of names attached

APPELLANT – REQUIRED						
Appellant Name:			Home Phone No.:		Work	<pre>< Phone No.:</pre>
Mailing address:	City:			Province:		Postal Code:
Signature:		Date:				
Email						

APPELLANT'S REPRESENTATIVE					
Appellant Name:		Home Phone No.:		Work	CPhone No.:
Mailing address:	City:		Province:		Postal Code:
Email					

ADDRESS OF SUBJECT SITE – REQUIRED					
Suite:	Street Address:	Street Name:			
Legal Description: Unit / Lot / Block / Plan or Quarter / Section / Township / Range / Meridian					
	/	/	/	/	

REASON FOR APPEAL - REQUIRED	

OFFICE USE ONLY		
Appeal Period Expiry Date:	Date Appeal Received:	Receipt No.:

This information is being collected under the authority of section 33(c) the Freedom of Information and Protection of Privacy (FOIP) Act. It will be used to administer an appeal to the Subdivision and Development Appeal Board. The personal information provided will be protected in accordance with Part 2 of the Act. If you have any questions regarding the collection, use and disclosure of personal information, please contact the FOIP Coordinator at 780-962-2611.

Instructions for filing an appeal

Notice of appeal to Spruce Grove Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the *Municipal Government Act* and City of Spruce Grove Land Use Bylaw.

The notice of appeal form must:

- Be filed within the relevant appeal period of receipt of written notice on a decision from the Development Authority or Subdivision Authority as indicated in the *Municipal Government Act*
- State specific reasons for the appeal
- Be signed by the appellant
- Be accompanied by the required filing fee as set out in the City's Development Fees and Fines Bylaw and be payable to City of Spruce Grove

Mail to:	City of Spruce Grove
	Subdivision and Development Appeal Board
	315 Jespersen Avenue
	Spruce Grove, AB T7X 3E8
Email to:	Email it to cityclerk@sprucegrove.org
	You are cautioned that if you mail the appeal, it must be received on or before the final date for appeal.

Appeal fees may also be paid by VISA, MasterCard or by cheque payable to City of Spruce Grove.

Payments can be processed until 4:00 p.m. on any business day

You may contact the Subdivision and Development Appeal Board Clerk at 780-962-2611 or cityclerk@sprucegrove.org for any questions you may have about appeal deadlines, fee payment options and information regarding the appeal process. The Board Clerk may also advise individuals on how to prepare for and present an appeal, Board procedures and planning issues.