



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

Appellant Name:		Home Phone No.:		Work Phone No.:	
Mailing address:		City:		Postal Code:	
Signature:		Date:			
Email:					

Appellant Name:		Home Phone No.:		Work Phone No.:	
Mailing address:		City:		Postal Code:	
Province:					
Email					

Suite:	Street Address:	Street Name:			
Legal Description: Unit / Lot / Block / Plan		or	Quarter / Section / Township / Range / Meridian		
/			/	/	/

Appeal Period Expiry Date:	Date Appeal Received:	Receipt No.:
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This information is being collected under the authority of section 4(c) the *Protection of Privacy Act* (POPA). 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 1 of the Act. If you have any questions or concerns about the collect or use of your personal information, please email or call the Access and Privacy office at ATIA@sprucegrove.org or (780) 962-2611.

Instructions for Filing an Appeal

A Notice of Appeal to the 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, and
- Be accompanied by the required filing fee (see below for the filing fee amounts) as set out in the City's Development Fees Bylaw.
 - Appeal of Subdivision: \$425.00
 - Appeal of Development Permit or Application Completion Decision: \$200.00
 - Appeal of Stop Order: \$425.00

Payment can be processed over the phone by calling the City's main phone number at 780-962-2611 and select "0" to speak with reception. You may also attend City Hall in-person to provide payment. Acceptable forms of payment include VISA, MasterCard, Debit, Cash or Cheque payable to the City of Spruce Grove. City Hall is located at 315 Jespersen Avenue, Spruce Grove, Alberta. Payments can be processed until 4:00 p.m. on any business day.

You may contact the Subdivision and Development Appeal Board Clerk by phone at 780-962-7615 or by email to cityclerk@sprucegrove.org for any questions you may have about appeal deadlines, fee payment options and information regarding the appeal process. Appeal information can also be found on the City's website at sprucegrove.org/SDABAppeal.