

# Notice of Subdivision Appeal

**CONTACTS**

Telephone: 780-427-4864

 Web URL: <http://www.mgb.alberta.ca>
**SEND TO:**

 Municipal Government Board  
 15<sup>th</sup> Floor Commerce Place  
 10155 – 102 Street  
 Edmonton AB T5J 4L4

Fax: 780-427-0986

 Email: [mgbmail@gov.ab.ca](mailto:mgbmail@gov.ab.ca)

A notice for subdivision appeal under section 678 of the *Municipal Government Act* should contain the following information and must be filed with the MGB office within 14 days after receipt of the written decision of the subdivision authority or deemed refusal by the subdivision authority in accordance with section 681.

## Part 1 – General Information – Please Print

**PROPERTY UNDER APPEAL**

Name of Municipality		Subdivision Authority (if applicable)			Subdivision Authority File Number				
Does the land that is the subject of the appeal contain, or is it adjacent to, or near, any of the following? (Check ALL that apply)									
<input type="checkbox"/>	Highway (# .....	<input type="checkbox"/>	Body of Water (Name, if named .....	<input type="checkbox"/>	Landfill	<input type="checkbox"/>	Sewage Treatment Facility	<input type="checkbox"/>	Green Area
Legal Description	Lot	Block	Plan	<b>AND/OR</b>	Portion	Section	Township	Range	Meridian

**APPELLANT (e.g. Landowner or department lodging the appeal)**

Name (Last)		(First)			Telephone Number (daytime)		
Address (Street, PO Box, RR)		(Suite, Apartment)		(Town/City/Village)		(Province) (Postal Code)	
E-mail Address					Fax Number		

**LANDOWNER INFORMATION (if different from Appellant)**

Name (Last)		(First)			Telephone Number (daytime)		
Address (Street, PO Box, RR)		(Suite, Apartment)		(Town/City/Village)		(Province) (Postal Code)	
E-mail Address					Fax Number		

**AGENT INFORMATION AND CERTIFICATION (if Appellant is Represented by an Agent)**

Name of Organization							
Contact Name (Last)		(First)			Telephone Number (daytime)		
Address (Street, PO Box, RR)		(Suite, Apartment)		(Town/City/Village)		(Province) (Postal Code)	
E-mail Address					Fax Number		

I (We) hereby authorize \_\_\_\_\_ to act on my (our) behalf on matters pertaining to this subdivision appeal

 \_\_\_\_\_  
 Signature of Owner(s)

 \_\_\_\_\_  
 Date

 \_\_\_\_\_  
 Signature of Owner(s)

 \_\_\_\_\_  
 Date

**Part 2 – Decision of the Subdivision Authority**

**DECISION OF SUBDIVISION AUTHORITY**

Date of Decision 

year	month	day
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Copy of Subdivision Authority Decision attached?  YES  NO

**Part 3 – Reasons for Appeal**

All subdivision appeals must contain the reasons for appeal, including the issues in the decision or the conditions imposed in the approval that are the subject of the appeal.\* (Attach extra page(s) if required)

- Approval** – What conditions of approval do you disagree with and why? **OR**
- Refusal** – Why do you think your subdivision application should be approved?

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\* See *Municipal Government Act*, section 678(4)(b)

**Part 4 – Pre-Hearing Meetings**

*It is recommended that you discuss your appeal with the Subdivision Authority, Alberta Transportation and Alberta Environment and Parks (if applicable) prior to the appeal hearing.*

Did you discuss your appeal with a representative from the Subdivision Authority?  YES  NO  
Did you discuss your appeal with a representative from Alberta Transportation?  YES  NO  
Did you discuss your appeal with any other agencies or departments?  YES  NO

If yes, please specify .....

\_\_\_\_\_  
Signature of Appellant OR  
Person Authorized to Act on Behalf of Appellant

\_\_\_\_\_  
Date

This information is being collected for the purposes of setting up appeal hearings in accordance with Section 33(c) of the *Freedom of Information and Protection of Privacy Act*. The contact information you provide may also be used to conduct follow-up surveys designed to measure satisfaction with the appeal process. Questions about the collection of this information can be directed to Alberta Municipal Affairs, Municipal Government Board, 15<sup>th</sup> Floor, Commerce Place, Edmonton, Alberta T5J 4L4 780-427-4864. (Outside of Edmonton call 310-0000 to be connected toll free.)