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|---|------------|----------------------------|------------------|
| Site and appellant information (fill out completely) | | | |
| Site Information | | | |
| Municipal address of site | | | |
| Legal land description of site ('plan, block, lot' and/or 'range-township-section-quarter') | | | |
| Development permit number or subdivision application number | | | |
| Appellant Information | | | |
| Name of appellant | | Agent name (if applicable) | |
| Street Address | | | |
| City | Province | Postal Code | Day Phone Number |
| Evening Phone Number | Fax Number | Email Address | |

Appeal Against (check one box only)

| Development Permit | Subdivision Application | Order |
|---|---|--|
| <input type="checkbox"/> Approval | <input type="checkbox"/> Approval | <input type="checkbox"/> Notice of order |
| <input type="checkbox"/> Conditions of approval | <input type="checkbox"/> Conditions of approval | |
| <input type="checkbox"/> Refusal | <input type="checkbox"/> Refusal | |

Reasons for appeal

Sections 678 and 686 of the *Municipal Government Act* require that the written Notice of Appeal must contain specific reasons for the appeal.

The appeal is herein launched for the following reasons: (attach a separate page if required)

Collection and use of personal information

Personal information is being collected under the authority of the *Municipal Government Act (MGA)* and the *Freedom of Information and Protection of Privacy Act (FOIP)* and is managed in accordance with the provisions of FOIP. This information will be used to process your request for a hearing before the Subdivision and Development Appeal Board. Your information will form part of a file available to the public. If you have any questions about the collection of your personal information, contact Carol Revega, Director of Legislative and Corporate Services at 780-349-4444.

| | | |
|-------------------------------------|---|----------------------------------|
| Signature of appellant/agent | | Date (YYYY/MM/DD) |
| Office Use Only | | |
| SDAB appeal number | Appeal fee paid <input type="checkbox"/> Yes <input type="checkbox"/> No | Hearing Date (YYYY/MM/DD) |

Instructions for filing an appeal

Notice of appeal to the Town of Westlock Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the Municipal Government Act and Town of Westlock Land Use Bylaw No. 2015-02.

The notice of appeal form must:

- Be received by the SDAB within 14 days of receipt of written notice or decision from the Development Authority or the Subdivision Authority
- State specific reasons for the appeal
- Be signed by the appellant
- Be accompanied by the required filing fee payable to the Town of Westlock.
 - Please reference our Subdivision and Development Appeal Board brochure for fee information.

Deliver or Mail to: Town of Westlock
Subdivision and Development Appeal Board
Legislative & Administrative Services
10003 106th Street
Westlock, AB T7P 2K3

Fax or email to: Fax the completed appeal form to 780-349-4436, or email it to CRevega@westlock.ca.

You are cautioned that if you mail the appeal, it must be received on or before the final date for appeal. It is therefore, recommended that you use one of the alternate submission options.

Payment: Appeal fees may be paid by cheque payable to the Town of Westlock. Appeal fees may also be paid by using VISA, MasterCard or Debit but **only** if you file your appeal in-person at the:

Town of Westlock
10003 106th Street
Westlock, Alberta.
Business hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.

For further information

You may contact the Subdivision and Development Appeal Board Secretary for any questions you may have about appeal deadlines, fee payment options and information regarding the appeal process. The Board Secretary may also advise individuals on how to prepare for and present an appeal, Board procedures and planning issues.

Telephone 780-349-4444