

## Notice of Appeal Form

Cochrane Subdivision and Development Appeal Board (SDAB)

INTERNAL USE ONLY

A notice of appeal for a development matter must be filed within 21 days of the development authority's written decision. A notice of appeal for a subdivision matter must be filed within 14 days after the receipt of the subdivision authority's written decision. Dates can be found on our [Public Notices Webpage](#).

FEE PAID? ☐ YES ☐ NO

Group # \_\_\_\_\_ of \_\_\_\_\_

### NOTE: THIS INFORMATION WILL FORM PART OF A PUBLIC RECORD

Your written submission/presentation to the SDAB will be a public record. Your name and address will not be severed and your submission/presentation in its entirety will be shared with the development authority, the permit applicant, the board, and any other affected party. It will be shared publicly at the SDAB hearing, retained permanently in the Town of Cochrane's archives and may be posted to the website.

### Appellant Information (landowner, applicant, or affected party filing the appeal)

Name					
Mailing Address					
City		Province		Postal Code	
Email			Phone No.		
<i>By providing an email address, I consent to receive documents by email.</i>					
Is this part of a group appeal? <input type="checkbox"/> No <input type="checkbox"/> Yes*	*If yes, the group <u>must select one person</u> to speak for them at the hearing. The spokesperson is also the group's primary contact for the appeal. <b>See the next page for more details about group appeals.</b>				
Name of Spokesperson					
Dates you are unavailable for the hearing:					

### Agent Information and Authorization (if Appellant is represented by an Agent)

Name of Organization					
Email			Phone No.		
<i>By providing an e-mail address, the Agent consents to receive documents by e-mail.</i>					
Mailing Address					
City		Province		Postal Code	
<i>By signing below, I (we) hereby authorize the above to act on my (our) behalf to this application.</i>					

### Property Under Appeal

Municipal Address					
Legal Land Description (Lot Block Plan)					
Development Permit #, Subdivision Application #, or Enforcement Order #					

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Matter Being Appealed		
<b>Development Authority Decision</b> <input type="checkbox"/> Approval or conditions of approval <input type="checkbox"/> Refusal	<b>Subdivision Authority Decision</b> <input type="checkbox"/> Approval or conditions of approval <input type="checkbox"/> Refusal	<b>Enforcement Order</b> <input type="checkbox"/> Stop Order
Reason(s) for Appeal (attach separate page if required)		
Sections 678 & 686 of the <i>Municipal Government Act</i> require that the written Notice of Appeal must contain specific reasons for the Appeal.		
<b>Signature of Appellant</b>		<b>Date</b>
<b>* This Notice, accompanied by the appeal fee of \$200.00, must be received by the SDAB Clerk no later than the final date for appeal in accordance with section 686 of the <i>Municipal Government Act</i>, RSA 2000 c. M-26</b>		

### POPA Notification:

The personal information collected through the Subdivision and Development Appeal Board (SDAB) Notice of Appeal form will be used for the purpose of administering and adjudicating appeals before the Board. By submitting this form, you are acknowledging and agreeing that your name and address will form part of a file that will be available to the public. The information relates directly to and is necessary for the operation of the SDAB and may be input into an automated system to generate content or make decisions, recommendations, or predictions. This information is collected, used and disclosed under the authority of Sections 678 & 686 of the *Municipal Government Act* and Sections 4(a) & 4(c) & 13(1) of the *Protection of Privacy Act* and managed in accordance with the *Protection of Privacy Act*. For questions about the collection of personal information, please contact [ATI@cochrane.ca](mailto:ATI@cochrane.ca).

### Providing information on behalf of a third party

Section 5(1)(a)(i) of the *Protection of Privacy Act* states that a public body **must collect personal information directly from the individual the information is about**, unless another method of collection is authorized by that individual. If you provide information on behalf of a third party, without their written authority to provide it, collection will be denied, and it will be returned to you. **Avoid including personal telephone numbers and email addresses in your submission/presentation, especially those belonging to a third party.**

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### Notice of Appeal Information

#### How do I file my appeal?

- Your Notice of Appeal form must be received by the SDAB Clerk no later than the final date for appeal as specified in the *Municipal Government Act*. Notice of Appeal sent by mail must be received by the Clerk (not post-marked) on or before the final date for appeal.
- A \$200 filing fee is required on or before the final date for appeal.
- You can submit your Notice of Appeal and the fee in the following ways:

By mail to:	Town of Cochrane Clerk, Subdivision and Development Appeal Board 101 RancheHouse Rd. Cochrane, AB T4C 2K8 <b>Pay by cheque payable to “Town of Cochrane”</b>
Deliver in person to:	Town of Cochrane Clerk, Subdivision and Development Appeal Board 101 RancheHouse Rd. Cochrane, AB T4C 2K8 <b>Pay by cheque payable to “Town of Cochrane”, cash, debit, Visa, or Mastercard.</b>
By email to:	<a href="mailto:legislative@cochrane.ca">legislative@cochrane.ca</a> <b>Pay with Visa or Mastercard by phoning 403-851-2987 between 8:30 am 4:30 pm, Monday to Friday.</b> DO NOT include credit card information in the email. Please call once you receive receipt confirmation.

#### How do we submit a group appeal?

A group of affected parties may file one appeal together. **Each member of the group must complete the Notice of Appeal form.** The Notice of Appeal forms must be submitted together and only one appeal fee is required for a group appeal. The appeal deadline is the same for individual appellants and group appellants.

The group **must** select a spokesperson to represent them to the Board. Only the spokesperson speaks to the Board at the hearing unless the hearing’s Chair requests otherwise. The spokesperson is the group’s main contact for SDAB communications. Individual members may still submit written evidence. If various members of a group appeal want to present to the Board, then they must file individual appeals and pay the filing fee.

#### What happens after my appeal is submitted?

The Clerk schedules an appeal hearing within 30 days of receiving the appeal form and fee. You and any other party required to be notified under the *Municipal Government Act* or the Town of Cochrane’s Land Use Bylaw will receive a Notice of Hearing specifying the date and time of the hearing as well as evidence submission deadline. The Clerk will also provide information on the proceedings. The hearing is open to the public and documents filed as evidence in respect of an appeal will form part of a public record.

#### How do I view relevant planning documents?

If you wish to view relevant planning documents and materials respecting the appeal, please contact the Clerk to schedule a meeting time. This is conducted in person at the RancheHouse and no copies of the documents will be released. Please reach out at least 2 business days in advance of preferred viewing date.

#### Where can I get more information?

- For more information about filing an appeal or SDAB procedures, visit the [SDAB page](#) of our website, contact the SDAB Clerk at 403-851-2987, or email [legislative@cochrane.ca](mailto:legislative@cochrane.ca).
- For information about Town of Cochrane’s planning documents, visit the [Planning page](#) of our website, contact the Town’s Planning department at 403-851-2570, or email [planning@cochrane.ca](mailto:planning@cochrane.ca).