

SDAB APPEAL PROCESS

The SDAB is an independent quasi-judicial board, making impartial decisions by applying the principals of natural justice and procedural fairness.

The SDAB hears appeals about decisions made by the County* and provides a decision based on evidence presented.

DECISION OF SUBDIVISION OR DEVELOPMENT AUTHORITY (SA/DA)

Approval (with or without conditions), Refusal, or Stop Order.

- ❖ **SA Decision** concerning a subdivision application.
- ❖ **DA Decision** concerning a development permit application.

SET CALENDAR

SDAB Clerk will notify SDAB Board appeal was received. **Hearing will be scheduled and held within 30 days of receipt of appeal.** SDAB Clerk will be liaison between involved parties.

PREPARE SUBMISSIONS

Involved parties to **gather all evidence** (documentation). Testimonials, written statements, facts, photographs, etc.

OBTAIN AND REVIEW AGENDA PACKAGE

SDAB Clerk will **send Agenda Packages to involved parties.** SDAB Appeal Packages will be made available for viewing at the County Office by appointment with the SDAB Clerk.

SDAB PANEL DELIBERATION

The participating panel of the SDAB will **take into consideration all evidence presented.** This will be done in a Closed Session (not open to the public).

1



2

FILING APPEAL OF SA/DA DECISION

File within the appeal period.

1. Obtain **appeal form** online,
2. **File Appeal** with the SDAB Clerk, and
3. **Pay** the appropriate fee.



3



4

HEARING NOTIFICATION

SDAB Clerk will send notification to Appellant, Applicant, Development Authority and affected parties with the hearing date, time and location (**min. 5 days advance notice**).



5



6

SUBMIT EVIDENCE

To SDAB Clerk - either by email (digital files), courier/mail, or drop off in person.

Hearing notification provides a deadline for all submissions.



7



8

ATTEND THE HEARING

Be prepared to **present your case** (appeal hearings are open to the public). Attendance is not mandatory and can be in person or electronic (virtual) - through SDAB Clerk.



9



10

DECISION

A written decision will be given by the SDAB within **15 days** of the close of the hearing.



* The SDAB also hears the following appeals:

Agricultural Pests Act (Section 14) : Issuance of inspectors notice.
Weed Control Act (Section 19(1)) : Issuance of inspectors notice, local authority notice & debt recovery notices.

TO LEARN MORE, VISIT:

www.county.wetaskiwin.ab.ca

Planning & Development >
Subdivision and Development Appeals

email: sdab@county10.ca