



Notice of Appeal  
Subdivision and Development Appeal Board

FILE # \_\_\_\_\_

Office Use Only			
File #:	Date Complete:	Fee:	Decision:

Site Information	
Legal Land Description	Circle One: <b>NE</b> <b>NW</b> <b>SE</b> <b>SW</b> Section _____ TWP _____ RGE _____ W4M
Rural Address (blue sign):	
Development Permit Number or Subdivision Application Number:	

The following personal information is for office use only. It will be removed from the package prior to circulation.

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Appellant

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Address

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Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

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Email Address

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Agent Authorized to Act on behalf of Appellant

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Address

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Phone Number \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

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Email Address

Appeal Against (check one box only)		
Development Permit	Subdivision Application	Order
<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Approval <input type="checkbox"/> Conditions of Approval <input type="checkbox"/> Refusal	<input type="checkbox"/> Notice of Order

PO Box 400, 1600 – 2<sup>nd</sup> Street NE, Three Hills, AB T0M 2A0 Email: office@kneehillcounty.com  
 Telephone: 403-443-5541 Toll Free 1-866-443-5541 Fax 403-443-5115 www.kneehillcounty.com



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**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)

Multiple horizontal lines for writing reasons for appeal.

*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 the FOIP Coordinator at 403-443-5541.*

Appellant Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructions for filing an Appeal**

Notice of Appeal to Kneehill County Subdivision and Development Appeal Board (SDAB) must be filed in accordance with the Municipal Government Act and Kneehill County Land Use Bylaw.

The Notice of Appeal form must:

- Be received by the SDAB within 21 days of receipt of written notice or decision from the Subdivision or Development Authority.
- State specific reasons for the Appeal
- Be signed by the Appellant
- Be accompanied by the required \$300.00 filing fee payable to Kneehill County, or as per the Master Rates Bylaw.

**Deliver or Mail to:** Kneehill County  
Subdivision and Development Appeal Board  
Legislative Services  
Box 400, 1600 – 2<sup>nd</sup> Street NE  
Three Hills, AB T0M 2A0

**Payment:** Appeal fees may be paid by cheque payable to Kneehill County. Appeal fees may also be paid by using debit or cash if you file your appeal in-person at:

Kneehill County Administration Building  
1600 – 2<sup>nd</sup> Street NE  
Three Hills, AB T0M 2A0

Business hours are 8:30 a.m. to 4:30 p.m. Monday to Friday.

***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 to the Board.***