

# Notice of Subdivision Appeal

**CONTACTS**

Telephone: 780-427-4864

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

**SEND TO:** Municipal Government Board  
 1229 – 91 Street SW  
 Edmonton AB T6X 1E9

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

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?

Dotted lines for providing reasons for appeal.

\* 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, 1229 – 91 Street SW, Edmonton, Alberta T6X 1E9 780-427-4864. (Outside of Edmonton call 310-0000 to be connected toll free.)