



Appeal Checklist

- Appeals must be filed within 14 days of the date on which the person filing the appeal (the “Appellant”) is notified of Sustainable Development’s decision. The Board cannot hear an appeal if it was filed late. The Appellant may be asked to prove that the appeal was filed on time.
- The email you received shows tentative hearing dates. If you are not available on these dates, you can ask the Board to hear your appeal at a later date. Email your request to sdab@edmonton.ca. The Board may or may not grant your request. **The Board typically hears appeals on Wednesdays and Thursdays.**
- You will receive a hearing notice by e-mail within 3 weeks of filing your appeal. This notice will include the date and time of your hearing. If you do not receive a hearing notice within 3 weeks, please contact us.
- The Board must give written notice of the hearing to all property owners affected by the appeal. Typically, this includes all property owners within 60 metres of the property on which the appeal was filed. The Board may determine that other property owners are also affected by the appeal. In such cases, the Board will also notify these persons of the appeal hearing.
- If you cannot attend the hearing, you can send someone to represent you or you can request that the Board proceed in your absence. Written authorization is needed if you want someone to speak on your behalf.

Preparing for your Hearing

- Talk to your neighbours and to your Community League about the proposed development or subdivision. Provide the Board with a record of these discussions. Include the names and addresses of the parties you talked to.
- The Board will ask Sustainable Development for the plans of the property under appeal. To view these plans, come to our office on weekdays, from 8:00 a.m. to 4:30 p.m. Please call us before coming to make sure we have received the plans.
- The agenda for your hearing will be available at edmontonsdab.ca on the Monday before your hearing. We strongly recommend you review this agenda.
- It is important to submit documents (evidence) in support of your position. Submissions can be made online through the “Manage Appeal” option at sdab.edmonton.ca. **The cut-off for submitting documents online is noon on the Friday before your hearing.** Alternatively, submissions can be delivered to our office or sent to us by email at sdab@edmonton.ca.
- There is no need to provide the Board with additional copies of your supporting documents if you submit them in advance of your hearing. However, if you wait until the day of your hearing to submit documents, then you must provide the Board with 10 paper copies of each document. **The Board may postpone your hearing if it doesn’t receive your submissions in advance of the hearing.**
- All documents submitted become part of the Board’s file, which is available for viewing by the general public at our office. You can view some submissions online at sdab.edmonton.ca through the “Manage Appeal” option. However, as not all submissions can be viewed online, please call us before your hearing to find out if the Board has received any other submissions.
- If you have any questions, please visit our website (edmontonsdab.ca) or call us at (780) 496-6079.