



## ADJOURNMENTS AND WITHDRAWALS

### **What happens if I am not available on the date of my hearing?**

A postponement request must be made in writing and only the Board can grant or deny this request. If adjacent property owners have not yet been notified of the hearing your written postponement request will be placed before the first available Board.

If adjacent property owners have already been notified of the time and date of the hearing your postponement request will be considered at the originally scheduled time and date. Either you or a designated representative can attend the appeal hearing to request a postponement or you can ask the Board to decide based on your written request. If the Board denies the postponement request the hearing would proceed in your absence.

Rather than request a postponement you could have a representative attend the hearing on your behalf, or you can ask the Board to proceed with the hearing in your absence based on your written submissions.

### **What if I do not want to proceed with my appeal?**

You can provide a written withdrawal request to the Subdivision and Development Appeal Board administration office at any time, including the day of the appeal hearing. However, a withdrawal request should be provided as soon as possible in order to provide timely notice to all of the affected parties.

### **Do I get my appeal fee back if I withdraw my appeal?**

Appeal fees can only be refunded if the appeal is withdrawn before hearing notices are mailed. The refund process is not automatic so, if you withdraw your appeal and would like a refund, you must make a written request to the Administration office.

### **What if I reach an agreement with the Respondent prior to my hearing?**

You can **withdraw** your appeal at any time, including the day of the appeal hearing. However, if the agreement is based on revised plans or other changes from the original application it will still need to be heard by the Board.