



EDMONTON TRIBUNALS

*Subdivision &
Development
Appeal Board*

10019 – 103 Avenue NW
Edmonton, AB T5J 0G9
P: 780-496-6079
F: 780-577-3537
sdab@edmonton.ca
edmontonsdab.ca

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 the Development Officer for the plans of the property under appeal. Appellants and Respondents (Applicants) are able to view the plans and other documents contained in the file by using their PIN number which they received via email. Any affected property owners who wish to view the file can call us at 780-496-6079 or can email us at sdab@edmonton.ca to make arrangements.
- The agenda for the 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 prior to your written submission deadline, as late submissions may not be accepted.
 - If you are a party to an appeal submissions can be made online through the “Manage Appeal” option at sdab.edmonton.ca. Use the PIN number you received at the time of filing the appeal to access this site. Alternatively, submissions can be sent to us by email at sdab@edmonton.ca or can be delivered to our office.
 - If you are an affected property owner and you received a letter from our office with a Recipient ID, you can make your submissions online at sdab.edmonton.ca by selecting “Submit Response”. Alternatively, submissions can be sent to us by email at sdab@edmonton.ca or delivered to our office.
 - If you did not receive a letter and would like to make a submission you can send it to us by email at sdab@edmonton.ca or deliver it to our office.
- All documents submitted become part of the Board’s file, which is available for viewing by the general public by contacting us at sdab@edmonton.ca or (780) 496-6079 to make arrangements to access the file.
- If you are a party to an appeal, you can view appeal submissions online at sdab.edmonton.ca through the "Manage Appeal" option. It is recommended that you review all submissions prior to the hearing as the Board may reference submissions at the hearing.
- If you have any questions, please email us at sdab@edmonton.ca or call us at (780) 496-6079.