



*Cypress County*  
**SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

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**NOTICE OF APPEAL**

***Site information***

Municipal address of site \_\_\_\_\_

Legal land description of site \_\_\_\_\_

Development permit number or subdivision application number \_\_\_\_\_

***Appellant information***

Name of appellant \_\_\_\_\_

Agent name (if applicable) \_\_\_\_\_

Street address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal code \_\_\_\_\_ Email address \_\_\_\_\_

Primary phone number \_\_\_\_\_ Secondary phone number \_\_\_\_\_

***Appeal against*** (check one only)

**Development permit:**  Approval  Conditions of approval  Refusal  Stop order of development

**Subdivision application:**  Approval  Conditions of approval  Refusal

***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 separate page if required):

Signature of appellant/agent \_\_\_\_\_ Date (YYYY/MM/DD) \_\_\_\_\_

## ***Instructions for filing an appeal***

Notice of appeal to Cypress County Subdivision and Development Appeal Board must be filed in accordance with the Municipal Government Act and Cypress 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 development authority or the subdivision authority
- State specific reasons for the appeal
- Be signed by the appellant
- Be accompanied by the required \$300 filing fee, payable to Cypress County

Deliver, mail, or email to: Cypress County  
Subdivision and Development Appeal Board Clerk  
816 2<sup>nd</sup> Ave. Dunmore, AB  
T1B 0K3  
[cypress@cypress.ab.ca](mailto:cypress@cypress.ab.ca)

## ***Payment***

Appeal fees may be paid by cheque, payable to Cypress County. Appeal fees may also be paid by using cash/credit/debit card in person at the Cypress County administration office, 816 2<sup>nd</sup> Ave. in Dunmore, Alta. The office is open 8:30 a.m.-4:30 p.m. Monday-Friday.

## ***Further information***

Contact the Subdivision and Development Appeal Board Clerk for any questions about appeal deadlines, fee payment options, and information about the appeal process. The Board Clerk may also advise individuals on how to prepare for and present an appeal, board procedures, and planning issues.

Call: (403) 526-2888 or email [cypress@cypress.ab.ca](mailto:cypress@cypress.ab.ca)