



EDMONTON TRIBUNALS

*Subdivision &
Development
Appeal Board*

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FILING AN APPEAL INFORMATION SHEET

You can file an appeal online, in person, or by mail.

The Board cannot hear an appeal if it was filed late. The Appellant (person filing the appeal) may be asked for proof of when they received the decision they are appealing.

How do I file an appeal online?

1. Go to the www.edmontonsdab.ca website and click on the link found at the top of the page: <https://sdab.edmonton.ca>
2. Click on the “File New Appeal” button and provide the information that is asked for on each screen.
3. Be sure to provide reasons for filing your appeal.
4. As the final step you will be asked to provide payment using a credit card.

How do I file in person or by mail?

1. Fill out a paper copy of the appeal form. You can visit our website (www.edmontonsdab.ca) and print a copy or we can send one to you via e-mail or fax. You can also come into our office and complete the form at the time you file your appeal.
2. An appeal is not valid unless the applicable fee has been paid. We accept cash, debit, credit and cheques (payable to the “City of Edmonton”). If you send your appeal in by mail, we must receive the completed form and filing fee by the deadline date.

What Happens After an Appeal has Been Filed?

1. You will receive a confirmation e-mail or a mailed letter providing tentative hearing dates and a PIN number to sign into your file. If you are not available on these tentative hearing dates you can e-mail a request for a later date to sdab@edmonton.ca. The Board may or may not grant your request.
2. You will receive a hearing notice by e-mail or 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 hears appeals on **Wednesdays and Thursdays**.
3. The Board must give written notice of the hearing to all property owners affected by the appeal. Usually, 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

- a. 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.
- b. You can also request the Board to proceed with the hearing based on your written submission.