



**EDMONTON
TRIBUNALS**

*Subdivision &
Development
Appeal Board*

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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. 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. Use the PIN number you received at the time of filing the appeal to access this site. Alternatively, submissions can be delivered to our office or sent to us by email at sdab@edmonton.ca. We request that documents be submitted by noon the Friday prior to the hearing to allow the Board time to review the material.
- 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.