



## EDMONTON TRIBUNALS

*Subdivision &  
Development  
Appeal Board*

10019 – 103 Avenue NW  
Edmonton, AB T5J 0G9  
P: 780-496-6079  
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[sdab@edmonton.ca](mailto:sdab@edmonton.ca)  
[edmontonsdab.ca](http://edmontonsdab.ca)

### **PREPARING FOR YOUR HEARING**

- Talk to your neighbours and to your Community League about the proposed development or subdivision. Provide the Subdivision and Development Appeal Board with a record of these discussions. Include the names and addresses of the parties you talked to.
- The Board will ask the Development Planner 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](mailto:sdab@edmonton.ca) to make arrangements.
- The agenda for the hearing will be posted on line at [edmontonsdab.ca](http://edmontonsdab.ca) and should be reviewed prior to the hearing.
- 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](http://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 the SDAB office by email at [sdab@edmonton.ca](mailto:sdab@edmonton.ca).
  - If you are an affected property owner and you received a hearing notice from our office with a Recipient ID, you can make your submissions online at [sdab.edmonton.ca](http://sdab.edmonton.ca) by selecting "Submit Response". Alternatively, submissions can be sent by email at [sdab@edmonton.ca](mailto:sdab@edmonton.ca).
  - If you did not receive a hearing notice and would like to make a submission, it can be emailed to [sdab@edmonton.ca](mailto:sdab@edmonton.ca).
- All documents submitted become part of the Board's file, which is available for viewing by the general public by contacting SDAB Administration at [sdab@edmonton.ca](mailto: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](http://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 submitted documents at the hearing.
- If you have any questions, please email [sdab@edmonton.ca](mailto:sdab@edmonton.ca) or call (780) 496-6079.