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| File #: <hr/> (office use only) |
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APPEAL SUMMARY FORM

• *Your appeal and fee must be filed with the Regional Appeal Board (Attention: Robert Cotter) at the address below within the 14 day appeal period.*

• *The following information is required. With this form, you **must** submit:*

- a copy or summary of the decision being appealed*
- statement outlining the grounds for your appeal*
- appeal fee \$200.00 plus HST (total \$230.00)*

In providing the documentation, please check the items indicating that they are submitted with this appeal form.

This information will be managed in compliance with the Access to Information and Protection of Privacy Act.

1. **(Please check one of the following) Did you,**
- submit a development or building application to the Authority.*
 - receive an Order;*
- Or, are you**
- an interested third party.*

2. **I am appealing a decision made under (please check one)**
- Town of _____ Municipal Plan and Development Regulations.*
 - Interim Development Regulations* *Protected Area Plan*
 - Local Area Plan* *Highway Sign Regulations*
 - Protected Road Zoning Regulations* *S. 194 or 404 of the Municipalities Act*
 - S. 240 of the City of Mount Pearl / Corner Brook Acts*

3. **What decision are you appealing? (please check one)**
- Approval* *Refusal*
 - Order* *Conditions of an Approval*

4. *What is the street address of the subject property/development?* _____

5. *When did the Authority make its decision?* _____ / _____ / _____
 Day Month Year

6. *When did you receive notification of this decision?* _____ / _____ / _____
 Day Month Year

7. *Please include any documentation from the authority related to the appeal.*

8. *Please copy all documents to the Authority* Check

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|----------------------------------------------------------------|----------------------------------------------------------------|
| Name: _____ Telephone: _____ Fax: _____ E-Mail: _____ | Mailing Address: _____ _____ _____ Postal Code: _____ |
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I certify that the information provided above is true to the best of my knowledge and belief.

Name: _____ (Please Print) Signature: _____ _____ / _____ / _____
 Day Month Year

This information is being collected for the purposes of determining and administering an appeal in accordance with Section 42(8) of the *Urban and Rural Planning Act, 2000* and the *Development Regulations (CNLR 3/01)*.

REGIONAL APPEAL BOARD

Regional Appeal Boards are established under the Urban and Rural Planning Act to hear appeals arising from a decision:

- *made under a town's Municipal Plan and Development Regulations;*
- *to issue an Order under Section 102 of the Urban and Rural Planning Act;*
- *to issue an Order under Section 404 of the Municipalities Act and Section 240 of the City of Mount Pearl and Corner Brook Acts;*
- *to refuse to issue a permit under Section 194 of the Municipalities Act; and*
- *made under Regulations pursuant to the Urban and Rural Planning Act, 2000 (including the Benton, Butterpot-Witless Bay Line, Conne River, Gander River, Highway Signage, Interim Development Control, Marble Mountain, Occupancy and Maintenance, and Protected Road Zoning Regulations).*

REGIONAL APPEAL BOARDS HAVE NO JURISDICTION TO HEAR MATTERS RESULTING FROM:

- **Council decisions regarding proposed amendments (re-zoning) to the Municipal Plan and Development Regulations.**
- *Council recommendations for the acquisition of Crown Land;*
- *Taxation or property assessment; and*
- *Municipal operations (snow clearing, garbage collection, water and sewer services, etc.).*

HOW TO FILE AN APPEAL

Deadline:

*An appeal must be filed within **14 calendar days** of the person who made the original application has received written notification of the decision being appealed. In the case of an Order, the appeal must be filed within 14 calendar days of it being served or posted. Where an appeal of a decision and the required fee is not received by the Board within this time limit, the right to appeal that decision is considered to have been forfeited.*

Fee:

*An appeal fee of \$200 and HST (\$230 total) must accompany this form in order for your appeal to be registered. Cheques and money orders must be made payable to the **Newfoundland Exchequer**. You may pay using credit card by calling the Central Cashier's office at (709)729-4071 or (709)729-3042. If your appeal is successful, the fee will be refunded.*

You must include the following information with your appeal:

A written statement outlining the grounds for your appeal. A copy of the decision or Order that you are appealing. If you do not have that information please provide a summary of the decision being appealed.

Where to file:

*The completed appeal form can be delivered or mailed to the Secretary of the Regional Appeal Board at the Department of Municipal and Affairs and Environment, 4th Floor, West Block, Confederation Building P.O. Box 8700, St. John's, NL A1B 4J6. The secretary of the Regional Appeal Board can be contacted by telephone at (709) 729-3090 or by fax at (709) 729-4475. **Copy all registering documents to the Authority simultaneously.***

APPEAL HEARING AND DECISION

A notice that your appeal has been registered will appear your local newspaper. All development related to the appeal must stop until the Board makes its decision. You will be advised, in writing, of the time, date, and place of the Hearing. You, or a representative, may appear before the Board at the Hearing concerning the matter under appeal. The Authority or any other person affected will also be given an opportunity to appear before the Board at the Hearing to present submissions concerning the matter under appeal. You will be notified, in writing, of the decision of the Board. The decision of the Board is final but may, on a question of jurisdiction or law, be appealed to the Trial Division (Supreme Court of Newfoundland and Labrador) within 10 days of the appellant receiving the decision.

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This information will be managed in compliance with the *Access to Information and Protection of Privacy Act*.