



REGIONAL APPEAL BOARD
 Department of Municipal Affairs
 P.O. Box 8700, St. John's, NL A1B 4J6
 Confederation Building, West Block

Telephone: 729-3088
 Facsimile: 729-0477

APPEAL FORM

Name: _____	Mailing Address: _____
Telephone: _____	_____
Fax: _____	_____
E-Mail: _____	Postal Code: _____

- (Please check one of the following)*
 I submitted the development or building application to the authority.
 received an order.
 am an interested third party.
- I am appealing a decision made under *(please check one)*
 Town of _____ Municipal Plan and Development Regulations.
 Interim Development Regulations
 Local Area Plan Protected Area Plan
 Protected Road Zoning Regulations Highway Sign Regulations
 Building Regulations
 Other *(please specify)* _____
- What decision are you appealing? *(Please check one)*
 refusal approval revocation of permit
 Stop Work Order conditions of an approval
 Order under section 404 of the Municipalities Act
 Other *(please specify)* _____
- What is the street address of the subject property/development? _____
- When did the authority make its decision? _____
 Day / Month / Year
- When did you receive notification of this decision? _____
 Day / Month / Year

▶ *An appeal fee of \$100 and HST (total fee \$115) must accompany this form in order for your appeal to be registered.*

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

▶ *With this form, you must submit:*

- ▶ *a statement outlining the grounds for your appeal, and*
- ▶ *the decision letter from the authority.*

I certify that the information provided above is true to the best of my knowledge and belief.

Signature: _____ Date: _____

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 Development Regulations;
- a decision to issue an Order under Section 102 of the Urban and Rural Planning Act;
- a decision to issue an Order under Section 404 of the Municipalities Act and similar sections of the City of Mount Pearl Act and the City of Corner Brook Act;
- a decision to refuse to issue a permit under Section 194 of the Municipalities Act;
- a decision made under a town's Interim Development Regulations;
- a decision under a Local Area Plan, Protected Area Plan, Protected Road Zoning Regulations, and Highway Sign Regulations;
- a decision made under a town's Occupancy and Maintenance Regulations; and
- decisions made under any other Act or Regulations where specifically designated.

HOW TO FILE AN APPEAL

Deadline:

- An appeal must be filed within **14 calendar days** of the person who made the original application receiving 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 Appeal Board within its time limit, the right to appeal that decision is considered to have been forfeited.

Fee:

- An appeal fee of \$100 and HST (\$115 total) must accompany this form in order for your appeal to be registered. All cheques and money orders must be made payable to the **Newfoundland Exchequer Account**.
- If your appeal is successful, the appeal fee will be refunded by the Authority.

You must include the following information with your appeal:

- Please outline the grounds of your appeal on a separate page. This statement must be submitted to the Secretary of the Appeal Board along with your appeal form and the fee.
- Please include a copy of the decision or Order that you are appealing.

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 Provincial Affairs, 1st Floor, Confederation Building (West Block), P.O. Box 8700, St. John's, NL A1B 4J6. The secretary of the Regional Appeal Board can be contacted by telephone at (709) 729-3088 or by fax at (709) 729-0477.

APPEAL HEARING AND DECISION

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