

How to Submit the Appeal Notice

The Appeal Notice must be received on or before the final date for appeal, with a copy of the Order and applicable Fee.

Send the completed Appeal Notice, including a copy of the Order and the Fee, by registered mail or deliver it in person to:

City of Hamilton, Office of the City Clerk
Attention: Property Standards Committee Secretary
71 Main Street West, 1st Floor
Hamilton, Ontario L8P 4Y5

- You must include the non-refundable appeal fee of \$180.00 (\$159.29 plus HST). Cheques or money orders are payable to the City of Hamilton. Do not send cash in the mail.
- Take care to fill out this form by printing legibly.
- Attach a copy of the Order you are appealing to this Appeal Notice.

Should the Appeal Notice be received after the deadline to appeal, it will not be processed and it will be returned to the Appellant.

For further information regarding the Appeal process, please refer to:

<https://www.hamilton.ca/city-council/by-laws-enforcement/by-law-violations-appeals>

PROPERTY STANDARDS BY-LAW

AUTHORIZATION TO ACT AS AN AGENT FOR APPEAL

If the property owner/occupant is an individual:

I/we, _____ [insert name(s) of owner(s)/occupant(s)], the owner(s)/occupant(s) of _____ [insert address of property] authorize _____ [insert name of agent] to act as my/our agent for the purposes of the appeal of Order _____ [insert Order number and issue date] to the City of Hamilton Property Standards Committee.

Signature: _____ Date: _____

Signature: _____ Date: _____

If the property owner/occupant is a corporation:

On behalf of _____ [insert name of the corporation], which owns/occupies _____ [insert address of property], I, _____ [insert name of person authorized to bind the corporation], authorize _____ [insert name of agent] to act as the corporation's agent for the purposes of the appeal of Order _____ [insert Order number and issue date] to the City of Hamilton Property Standards Committee.

Corporation Name: _____

Signature: _____

Date: _____

Position: _____

I have authority to bind the corporation.