PROPERTY STANDARDS BY-LAW NOTICE OF APPEAL

APPELLANT INFORMATION					
NAME OF APPELLANT:					
STREET ADDRESS:					
CITY OR TOWN:	PROVINCE:			POSTAL CODE:	
PHONE NUMBER:	E-MAIL ADDRESS:				
PREFERRED METHOD OF NOTIFICATION:	Mail Email				
APPEAL INFORMATION:					
Order No. (e.g. 25-123456 00 MLE)			ISSUE DATE:		
APPEAL DEADLINE SET OUT IN THE ORDER:					
COPY OF ORDER ATTACHED					
PROPERTY ADDRESS: PROPERTY OWNER/OCCUPANT: AGENT ¹ (IF ANY): I REQUIRE MORE TIME TO DO THE WORK I DISAGREE WITH THE ORDER AND ASK FOR IT TO BE QUASHED I REQUIRE THE ORDER TO BE MODIFIED AS FOLLOWS					
BRIEFLY EXPLAIN THE REASON(S) FOR YOUR APPEAL					
SIGNATURE: property owner/occupier or agent ²		DATE:			
		YEAR	Мон	ТН	DAY
 ¹ An agent who appears on behalf of an owner/occupant at a hearing must be able to do so in accordance with the <i>Law Society Act</i> and its regulations. ² An agent who is not licensed under the <i>Law Society Act</i> and its regulations and who signs this Notice of Appeal must submit a completed Authorization to Act as Agent for Appeal (attached), signed by the owner/occupant, with this Notice of Appeal. 					

How to Submit the Notice of Appeal

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

Send the completed Notice of Appeal, 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 Clerk 71 Main Street West, 1st Floor Hamilton, Ontario L8P 4Y5

- You must include the non-refundable appeal fee of \$186.00 (\$164.60 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 Notice of Appeal.

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

City of Hamilton Resources:

By-law Violations & Appeals: <u>https://www.hamilton.ca/city-council/by-laws-enforcement/by-law-violations-appeals</u>

Property Use By-laws: <u>https://www.hamilton.ca/home-neighbourhood/house-home/property/property-use-by-laws</u>

PROPERTY STANDARDS APPEAL AUTHORIZATION TO ACT AS AN AGENT

If the property owner/occupant is an IN	NDIVIDUAL:	
l/we,	[insert name(s) of Owner(s)],	
the owner(s) of	[insert Address of property]	
authorize	[insert name of Agent]	
to act as my/our Agent for the purp	oses of the appeal of Property Standards Order	
	[insert Order number].	
Signature:	Date:	
•	Date:	
If the property owner/occupant is a CC	DRPORATION:	
On behalf	[insert name of the Corporation],	
ich owns [insert Address of property],		
I,	[insert Person authorized to bind the corporation],	
authorize	[insert name of Agent]	
	r the purposes of the appeal of Order [insert Order number]	
Corporation Name:		
I have authority to bind the corporation	۱.	
Signature:		
Date:		
Position:		
CONTACT INFORMATION FOR AGE	ENT:	
Name:		
Email:		
Mailing Address:		
Phone Number:		