

**PROPERTY STANDARDS BY-LAW
NOTICE OF APPEAL**

APPELLANT INFORMATION		
NAME OF APPELLANT: <input style="width: 90%;" type="text"/>		
STREET ADDRESS: <input style="width: 90%;" type="text"/>		
CITY OR TOWN: <input style="width: 40%;" type="text"/>	PROVINCE: <input style="width: 30%;" type="text"/>	POSTAL CODE: <input style="width: 30%;" type="text"/>
PHONE NUMBER: <input style="width: 40%;" type="text"/>	E-MAIL ADDRESS: <input style="width: 60%;" type="text"/>	
PREFERRED METHOD OF NOTIFICATION: <input type="checkbox"/> MAIL <input type="checkbox"/> EMAIL		

APPEAL INFORMATION:	
Order No. (e.g. 25-123456 00 MLE) <input style="width: 50%;" type="text"/>	ISSUE DATE: <input style="width: 50%;" type="text"/>
APPEAL DEADLINE SET OUT IN THE ORDER: <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> COPY OF ORDER ATTACHED	

PROPERTY ADDRESS: <input style="width: 90%;" type="text"/>	
PROPERTY OWNER/OCCUPANT: <input style="width: 90%;" type="text"/>	
AGENT ¹ (IF ANY): <input style="width: 90%;" type="text"/>	
<input type="checkbox"/> I REQUIRE MORE TIME TO DO THE WORK <input type="checkbox"/> I DISAGREE WITH THE ORDER AND ASK FOR IT TO BE QUASHED	
<input type="checkbox"/> I REQUIRE THE ORDER TO BE MODIFIED AS FOLLOWS <input style="width: 40%;" type="text"/>	

BRIEFLY EXPLAIN THE REASON(S) FOR YOUR APPEAL

SIGNATURE: _____ property owner/occupier or agent ²	DATE: YEAR MONTH DAY
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¹ An agent who appears on behalf of an owner/occupant at a hearing must be able to do so in accordance with the *Law Society Act* and its regulations.

² An agent who is not licensed under the *Law Society Act* 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 \$192.72 (\$170.55 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: <https://www.hamilton.ca/city-council/by-laws-enforcement/by-law-violations-appeals>

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

**PROPERTY STANDARDS APPEAL
AUTHORIZATION TO ACT AS AN AGENT**

If the property owner/occupant is an INDIVIDUAL:

I/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 purposes of the appeal of Property Standards Order
_____ *[insert Order number].*

Signature: _____ Date: _____

Signature: _____ Date: _____

If the property owner/occupant is a CORPORATION:

On behalf _____ *[insert name of the Corporation],*
which owns _____ *[insert Address of property],*
I, _____ *[insert 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]*

Corporation Name: _____

I have authority to bind the corporation.

Signature: _____

Date: _____

Position: _____

CONTACT INFORMATION FOR AGENT:

Name: _____

Email: _____

Mailing Address: _____

Phone Number: _____