

**PROPERTY STANDARDS BY-LAW
APPEAL NOTICE**

APPELLANT INFORMATION		
NAME OF APPELLANT: _____		
STREET ADDRESS: _____		
CITY OR TOWN: _____	PROVINCE: _____	POSTAL CODE: _____
PHONE NUMBER: _____	E-MAIL ADDRESS: _____	
PREFERRED METHOD OF NOTIFICATION: <input type="checkbox"/> MAIL <input type="checkbox"/> EMAIL		

APPEAL INFORMATION:	
Order No. (e.g. 13-113873 00 PS) _____	ISSUE DATE: _____
APPEAL DEADLINE SET OUT IN THE ORDER: _____	
<input type="checkbox"/> COPY OF ORDER ATTACHED	

PROPERTY ADDRESS: _____
PROPERTY OWNER/OCCUPANT: _____
AGENT ¹ (IF ANY): _____
<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 _____

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 Appeal Notice must submit a completed Authorization to Act as Agent for Appeal (attached), signed by the owner/occupant, with this Appeal Notice.

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 \$172.00 (\$152.21 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/home-neighbourhood/house-home/property/property-use-by-laws>

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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.