

Property and Owner Information

Location: _____

Owner: _____

Mailing Address (if different from location): _____

Phone Number: _____ Email Address: _____

Order Information

Issue Date: _____ Deadline for Appeal Date: _____

Compliance Date: _____ Order Number: _____

Appellant Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Preferred Method of Service: Mail Email

Representative Information (if applicable)

Representative Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Preferred Method of Service: Mail Email

Grounds and/or Reasons for Appeal

State the grounds and/or reasons for the appeal, including any supporting documents and photographs (attach additional pages if necessary):

Hearing

- In Person Hearing Electronic Hearing Closed Hearing

If you selected an electronic hearing or a closed hearing, please provide the rationale for your request. For a closed hearing, please describe how your rationale meets the test of matters involving public security or intimate financial or personal matters (attach additional pages if necessary).

Additional Information

Attach the following documents with your Notice of Appeal form:

- Order related to the appeal.
- Property standards appeal fee, as set out in the City of Owen Sound's Fees and Charges By-law. This fee is non-refundable. (The by-law can be found on the City's By-laws and Policies webpage at www.owensound.ca/by-laws).
- An authorization to act as representative for notice of appeal (if applicable).

Name

Date

Signature

Personal information on this form is collected under the authority of the *Building Code Act*, 1992. The information collected will be used for the appeal process and will form part of the public record. Questions about this collection should be addressed to Briana Bloomfield, City Clerk, at bbloomfield@owensound.ca or 519-376-4440 ext. 1247.