



Department of Community & Development Services
 1593 Four Mile Creek Road
 P.O. Box 100, Virgil, ON L0S 1T0
 905-468-3266 • Fax: 905-468-0301

www.notl.org

Property Standards Order Appeal Form

Personal information contained on this form is collected under the authority of section 15.3 of the Building Code Act, 1992, S.O. 1992, c.23. The personal information will be used by the Town of Niagara-on-the-Lake staff to respond to your Notice of Appeal to the Property Standards Order Appeal Committee.

Property Standards Order No.
Property Standards Order Compliance Date:
Property Standards Order Appeal Deadline Date:

PERSON REQUESTING APPEAL:

Property Owner of Occupant (please specify):
Address:
Telephone Number:
Email Address:

If you have been served with a Property Standards Order, a completed Authorization to act as Agent for Notice of Appeal of this form is required from the property owner or occupant who was served with the Property Standards Order.

AUTHORIZATION TO ACT AS AGENT FOR NOTICE OF APPEAL:

Please complete Section A if you are a property owner(s)/occupant(s).
 Please complete Section B if the property owner(s)/occupant(s) is a corporation.

A - IF THE PROEPRTY OWNER/OCCUPANT IS AN INDIVIDUAL
I/we,
the property owner(s)/occupant(s) of
Authorize

To act as my/our agent for the purposes of the appeal of the Property Standards Order issued to the Town of Niagara-on-the-Lake Property Standards Order Appeals Committee.			
Signature		Date	
Signature		Date	

B - IF THE PROPERTY OWNER/OCCUPANT IS A CORPORATION			
On behalf of			
Which owns/occupies			
I			
Authorize			
To act as the corporation’s agent for the purposes of the appeal of the Property Standards Order issued on the Town of Niagara-on-the-Lake Property Standards Order Appeals Committee			
Name of Corporation:			
Signature		Date	
Position			

GROUNDS AND/OR REASONS FOR APPEAL:

Briefly explain the grounds and/or reasons for your appeal below (include what remedy you are seeking and attach any documents and photographs that support your appeal).

I require more time to address the Property Standards Oder (please explain below)

I disagree with the Property Standards Order (please explain below)

INSTRUCTIONS FOR SUBMITTING APPEAL

Please submit the following materials by the date specified on the Property Standards Order by registered mail or personal delivery to the contact person and address listed below:

1. A completed and signed Notice of Appeal Form, including any documents and photographs supporting the grounds and/or reasons for the appeal;
2. A copy of the Property Standards Order related to the appeal; and
3. A non-refundable Appeal fee prescribed in the Sign, Property Standards, and Fence User Fees & Services Charges guide made payable to the Town of Niagara-on-the-Lake by cheque.

Natalie Thomson
Secretary-Treasurer, Property standards Order Appeals Committee
Town of Niagara-on-the-Lake
1593 Four Mile Creek Road
P.O Box 100, Virgil, ON L0S 1T0
natalie.thomson@notl.com
(905) 468-3266 extension 312

Print Name of Property Owner/Occupant or Agent

Signature of Property Owner/Occupant or Agent

Date