



Office of the City Clerk
 350 City Hall Square East, Suite 530 • Windsor, ON N9A 6S1
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 clerks@citywindsor.ca

NOTICE OF APPEAL

**IN THE MATTER OF the Maintenance & Occupancy By-law 9/2019,
 as amended, of the Corporation of the City of Windsor**

BETWEEN:

Appellant

- and -

Respondent

TAKE NOTICE that the above-named Appellant hereby appeals to the Property Standards Committee from the
 ORDER TO _____
 Repair or Demolish; Prohibit Use of Property; Vacate Property; etc.

Made by _____
 Inspector Name and Title

On the _____ day of _____, 20_____

RESPECTING THE PROPERTY KNOWN AS:

Municipal Number, (if this is a vacant lot provide Registered Plan and Lot Numbers)

BASIS OF APPEAL:

NOTE: An Owner or Occupant who has been served with an order made under BCA subsection 15.2(2) and who is not satisfied with the terms or conditions of the Order may appeal to the Property Standards Committee by sending a Notice of Appeal by registered mail, or applying in person **within 14 days after being served the Order** to the Secretary of the Committee at 350 City Hall Square West, Suite 530, Windsor Ontario. Pursuant to Section 4.8 of the Property Standards By-law, a processing fee of **\$425.00** shall be paid at the time the appeal is filed. The deadline for filing a complete application along with the processing fee is _____ @ 4:30 p.m.

DATED at **WINDSOR** this _____ day of _____, 20_____

 Signature of Appellant or Agent or Solicitor

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE #: _____ ALTERNATE # _____

**TO: Council Services - Attention: Committee Coordinator 519-255-6222 ext. 6430
 or clerks@citywindsor.ca**

NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I/We also acknowledge that the information requested on this form is collected under the authority of The Building Code Act, R.S.O. 2001 as amended. The information is required in order to process the appeal to the Property Standards Committee. The name and business address of the applicant and/or authorized agent is public information. The address of the property which is the subject of the appeal is also public information. Please be advised that any personal information i.e. name, address may become part of a public record in an electronic i.e. website and/or paper format i.e. agenda, minutes.