

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 <sup>1</sup> (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:			DATE:		
_____ property owner/occupier or agent <sup>2</sup>			YEAR	MONTH	DAY
<p><sup>1</sup> An agent who appears on behalf of an owner/occupant at a hearing must be able to do so in accordance with the <i>Law Society Act</i> and its regulations.</p> <p><sup>2</sup> An agent who is not licensed under the <i>Law Society Act</i> 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.</p>					

## **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.

Send the completed Appeal Notice, including a copy of the Order by registered mail or deliver it in person to:

The Municipality of Greenstone  
Office of the Clerk  
Attention: Property Standards Committee Secretary  
1800 Main Street  
PO Box 70  
Geraldton, ON  
POT 1M0

- 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.

**PROPERTY STANDARDS BY-LAW**  
**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 Municipality of Greenstone 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 Municipality of Greenstone Property Standards  
Committee.

Corporation Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

I have authority to bind the corporation.