

**CITY OF NORTH BAY
PROPERTY STANDARDS BY-LAW #2022-27
NOTICE OF APPEAL**

(Pursuant to S. 15.3(1) of the Building Code Act And Section 11.5 of By-Law 2022-27 of the Corporation of the City of North Bay)

The Notice of Appeal Form must be received on or before 4:30 p.m. on the final date for appeal, with a copy of the Order and **non-refundable** administration fee. Send by **registered mail** or **deliver** to: City of North Bay, Building Services
Attention: Property Standards Committee Secretary
200 McIntyre St. East, North Bay, ON P1B 8V6

APPELLANT INFORMATION

| | | |
|--------------------|----------------|--------------|
| Name of Appellant: | | |
| Street Address: | | |
| City or Town: | Province: | Postal Code: |
| Phone Number: | Email Address: | |

ORDER TO COMPLY APPEAL INFORMATION

| | |
|---|---|
| Property Address: | |
| File No. (e.g. 2022-0001): | Issue Date: |
| Property Owner/Occupant: | |
| Agent (If any): (If any, please fill out the <i>Authorization to Act as an Agent for Appeal</i> form attached) | |
| Appeal Deadline on Order: | <input type="checkbox"/> A copy of the Order to Remedy is attached to this Notice of Appeal, as required. |

BRIEFLY EXPLAIN THE REASON(S) FOR YOUR APPEAL

| | |
|---|--|
| <input type="checkbox"/> I am requesting an extension of time to comply with the Order | <input type="checkbox"/> I disagree with the order (modify or quash the Order) |
| | |
| <input type="checkbox"/> I am submitting additional documentation (e.g. photos, written documents) attached to this Notice of Appeal. | |

| | |
|----------------------------------|-------------|
| Signature: _____ | Date: _____ |
| Property Owner/Occupier or Agent | |

OFFICE USE ONLY

| | |
|-----------------------------------|---|
| Date Notice of Appeal received: | Notice of Appeal received by: |
| <input type="checkbox"/> Accepted | <input type="checkbox"/> Incomplete <input type="checkbox"/> Refused |
| Reason for refusal: | |
| Date of Hearing: | Notice of Appeal forwarded to: <input type="checkbox"/> By-law <input type="checkbox"/> Legal |

**PROPERTY STANDARDS BY-LAW
AUTHORIZATION TO ACT AS AN AGENT FOR APPEAL**

Only authorized agents by signature of the property owner/occupant prior to the Hearing may address the City of North Bay Property Standards Committee on behalf of the subject property.

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Attention: Property Standards Committee Secretary
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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]**, dated _____ **[insert issue date]** to the City of North Bay Property Standards Appeal Committee.

Agent Mailing Address:

Street: _____

City or Town: _____ Postal Code: _____

Agent Phone Number: _____ Agent Email: _____

Signature of owner/occupant : _____ Date: _____

Signature of agent: _____ 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]**, dated _____ **[insert issue date]** to the City of North Bay Property Standards Appeal Committee.

Corporation Name: _____

Corporation Mailing Address:

Street: _____

City or Town: _____ Postal Code: _____

Agent Phone Number: _____ Agent Email: _____

Signature of owner: _____ Date: _____

I have authority to bind the corporation.

Signature of agent: _____ Date: _____