

## SCHEDULE A – NOTICE OF APPEAL



City of Dryden  
Building & Planning Department  
30 Van Horne Avenue  
Dryden, ON | P8N 2A7

### NOTICE OF APPEAL FORM

APPELLANT INFORMATION		
NAME OF APPELLANT:		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
PHONE NUMBER:	E-MAIL ADDRESS:	
PREFERRED METHOD OF NOTIFICATION:	<input type="checkbox"/> MAIL	<input type="checkbox"/> E-MAIL

APPEAL INFORMATION	
ORDER NUMBER:	ISSUE DATE:
APPEAL DEADLINE AS SET OUT IN THE ORDER:	
<input type="checkbox"/> COPY OF ORDER ATTACHED	<input type="checkbox"/> FEE PAYMENT ATTACHED

PROPERTY INFORMATION	
PROPERTY ADDRESS:	
PROPERTY OWNER/OCCUPANT NAME:	
AGENT (IF ANY):	

REQUEST TO THE COMMITTEE (Check the applicable box below)	
<input type="checkbox"/> I require more time to address the Order.	<input type="checkbox"/> I disagree with the Order and ask for it to be rescinded.
<input type="checkbox"/> I require the Order to be modified as follows (please include further details):	

BRIEFLY EXPLAIN THE REASON(S) FOR YOUR APPEAL	
Signature	Date
<hr/> Property Owner/Occupant or Agent	<hr/> Year                  Month                  Day

## **How to Submit the Notice of Appeal Package**

Submit the completed Notice of Appeal, including a copy of the Order and fee payment, by registered mail or by delivering it in person to:

City of Dryden, Office of the City Clerk  
Attention: Property Standards Committee Secretary  
30 Van Horne Avenue  
Dryden, Ontario P8N 2A7

### **IMPORTANT**

- You must include the non-refundable appeal application fee as indicated in the Order. Cheques or money orders are payable to the City of Dryden. Do not send cash in the mail.
- Take care to fill out this form by printing legibly.
- Attach a copy of the Order you are appealing to the Notice of Appeal.
- The Notice of Appeal must be received on or before the final date for appeal, with a copy of the Order and applicable Fee. Should the Notice of Appeal be received after the deadline to appeal, it will not be processed, and it will be returned to the Appellant.

## **If an Agent is Appearing on Behalf of the Appellant**

An agent who appears on behalf of an owner/occupant at a hearing must be able to do so in accordance with the *Law Society Act* and its regulations.

An agent who is not licensed under the *Law Society Act* and its regulations and who signs this Notice of Appeal must complete the appropriate Authorization to Act as Agent for Appeal below, signed by the owner/occupant, and **include this page with the Notice of Appeal Package.**

### **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 City of Dryden 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 City of Dryden Property Standards Committee.

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

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

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

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

I have authority to bind the corporation.