



# Corporation of the Town of Mattawa Property Standards Department

160 Water Street, Mattawa, On., P.O. Box 390, P0H 1V0  
Telephone: (705) 744-5611 • Fax: (705) 744-0104

## NOTICE OF APPEAL

Pursuant to Section 15.3(1) of the Ontario Building Code Act

|  |                |              |
|--|----------------|--------------|
| <b>APPELLANT INFORMATION</b>   |                |              |
| NAME OF APPELLANT:   |                |              |
| ADDRESS:   |                |              |
| CITY OR TOWN:  | PROVINCE:      | POSTAL CODE: |
| PHONE NUMBER:  | Email Address: |              |
| PREFERRED METHOD OF NOTIFICATION:      MAIL                      EMAIL |                |              |

|                                       |             |
|---------------------------------------|-------------|
| <b>APPEAL INFORMATION:</b>            |             |
| ORDER NO. (e.g. PSO # 19-00):         | ISSUE DATE: |
| APPEAL DEADLINE SET OUT IN THE ORDER: |             |
| COPY OF ORDER ATTACHED                |             |

|  |
|--|
| PROPERTY ADDRESS:  |
| PROPERTY OWNER/OCCUPANT:   |
| AGENT <sup>1</sup> (IF ANY):                                       |
| I REQUIRE MORE TIME                      I DISAGREE WITH THE ORDER |

|  |
|--|
| <b>BRIEFLEY EXPLAIN THE REASON(S) FOR YOUR APPEAL</b>  |
| - SUBMIT ANY DOCUMENTS THAT SUPPORT YOUR GROUNDS OF APPEAL, SUCH AS PHOTOGRAPHS, AS SOON AS POSSIBLE TO THE PROPERT STANDARDS COMMITTEE SECRETARY AT <a href="mailto:francine.desormeau@mattawa.ca">francine.desormeau@mattawa.ca</a> or 160 WATER STREET, MATTAWA, ONTARIO P0H 1V0. |
|  |

|                  |             |
|------------------|-------------|
| SIGNATURE: _____ | DATE: _____ |
|------------------|-------------|

<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 Law Society Act and its regulations.

<sup>2</sup> An agent who is not licensed under the Law Society Act and its regulations and who signs this Notice of Appeal must submit a completed Authorization to Act as Agent for Appeal (attached), signed by the owner/occupant, with this Notice of Appeal.



**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 Town of Mattawa 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 Town of Mattawa Property Standards Committee.

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

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

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

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

**I have authority to bind the corporation.**