

Town of Kingsville

Notice of Appeal

in the matter of an Order to Remedy Violation of Standards of Maintenance and Occupancy
issued pursuant to the Town of Kingsville Property Standards By-law

Between

(“Appellant”)

and

The Corporation of the Town of Kingsville
(“Respondent”)

Take notice that the above-named Appellant hereby appeals to the Committee of Adjustment & Appeals the Order to Remedy Violation of Standards of Maintenance and Occupancy being an order to:

Section(s): _____

Summary of Items to be Completed: _____

Served By: _____
(By-law Enforcement Officer Name)

Served on the _____ day of _____, 2024.

Respecting the property known as:

Full Municipal Property Address (If a vacant lot, provide Registered Plan and Lot Numbers)

Basis of Appeal (if you require additional space, please attach a second page to this Notice):

Please identify the relief you are seeking from the Order to the Committee of Adjustment & Appeals:

- That the Order be confirmed.
- That the Order be rescinded.
- That the Order be modified.
- That the deadline for compliance with the Order be extended.

Important Note: An Owner or Occupant who has been served with an order made under Subsection 15(2) of the *Ontario Building Code Act*, S.O. 1992, c. 23 (hereafter, the “Act”), and who is not satisfied with the terms and conditions of the Order may appeal to the Committee of Adjustment & Appeals by sending a Notice of Appeal by **registered mail** within **14 days of the Order being served** (per Section 15.3(1) of the *Act*) to the Clerk of the Town of Kingsville at 2021 Division Road North, Kingsville, ON N9Y 2Y9.

Dated this _____ day of _____, 2024.

Signature: _____
Signature of Appellant, Agent or Solicitor

Mailing Address: _____

Email Address: _____ Phone: _____

Communication Note: Please note that the Town of Kingsville will use **email** as its primary form of communication with you.

Fee: The fee to file an appeal is \$100.00 and is non-refundable. This is set as per the Town’s Fees and Charges By-law and is subject to change. Payment can be made in person or by cheque payable to the Town of Kingsville.

Privacy Statement: By signing and submitting this Notice of Appeal, you acknowledge that the personal information collected on this form is collected under the authority of the *Ontario Building Code Act*, 1992, as amended. The collected information is required to process an appeal to the Committee of Adjustment & Appeals. The name(s) and business address of the Appellant is public information. The address of the subject property is also public information. Please be advised that any the information collected herein, may in part or full, form part of the public record in electronic format such as inclusion in an agenda and/or minutes which are posted to the Town of Kingsville’s website.