

Fax: 905-436-5689 Telephone: 905-436-3311
 50 Centre Street South, Oshawa, ON, L1H 3Z7

Property Owner Information	
Name of Owner (first and last)	Home Telephone
Address	Other Telephone
City	Fax Number
Province	Email Address
Postal Code	

Property and Order Information
Location of Violation (Municipal Address of Property/Boulevard Adjacent to This Address)
Type of Order Received (check applicable Order)
<input type="checkbox"/> Lot Maintenance By-law <input type="checkbox"/> Fence and Sight Triangle By-law <input type="checkbox"/> Boulevard By-law <input type="checkbox"/> Responsible Pet Owners By-law
Note: The original or copy of the Order must be attached to this application.

Reasons for Appeal (you are required to provide specific reasons)

Personal information on this form is collected under the authority of Section 11 of the *Municipal Act, 1996*, and will be used for the purpose of administering the Hearings process with respect to an appeal to an Order issued pursuant to the Lot Maintenance By-law, Boulevard By-law, Fence and Sight Triangle By-law or the Responsible Pet Owner's By-law. Questions concerning collection of personal information should be directed to the City of Oshawa's Freedom of Information and Privacy Co-ordinator at 905-436-3311 or 50 Centre Street South, Oshawa, ON, L1H 3Z7.

Appeal Information

Where an Order has been issued and the applicant wishes to appeal the Order in whole or in part, the applicant may request an appeal to the Hearings Officer of the Order subject to each of the following:

- The person's right to request an appeal expires at 4:30 p.m. on the tenth (10th) day after the Order has been given to the person.
- An appeal will not be scheduled until the person has paid the applicable fee prescribed by the General Fees and Charges By-law.
- The person shall provide the City with the original or copy of the Order.
- The person shall be given seven (7) days' notice of the date, time, and place of the hearing of the appeal.
- The Hearings Officer shall not make a determination with regard to the appeal request unless the Hearings Officer has given the applicant, the Director and the Officer an opportunity to be heard.
- The Hearings Officer may make any decision that the Director or an Officer could have made pursuant to the applicable by-law.
- The decision of the Hearings Officer is final and not subject to review including review by any Court.
- Fee for failure to attend a Hearing is \$100.00

The preceding information is provided for convenience and is not legal advice. Each person should refer to the applicable by-law and should pose to the person's lawyer any questions respecting the person's legal rights and responsibilities.

Statement of the Applicant

I represent and warrant that:

- I am the property owner
- I understand that for Lot Maintenance Orders, Boulevard Orders and Orders issued pursuant to the Responsible Pet Owners By-law, an appeal to the Hearings Officer **does not operate as a stay** of the Order; and
- I affirm that all the information is true and complete and that I have read and understand the conditions of this application.

Signature

Date:

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Date Application Received:

Hearings Officer's Decision

Hearings Officer's Signature

Date:

Applicant Notified by:

Email

Fax

Mail

In Person

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