



Office of the City Clerk
 350 City Hall Square East, Suite 530 • Windsor, ON N9A 6S1
 Tel: 519-255-6222 ext. 6430 • Fax: 519-255-6868
 clerks@citywindsor.ca

NOTICE OF APPEAL

IN THE MATTER OF the Maintenance & Occupancy By-law 9/2019,
 as amended, of the Corporation of the City of Windsor

BETWEEN:

_____ Appellant
 - and -
 _____ Respondent

TAKE NOTICE that the above-named Appellant hereby appeals to the Property Standards Committee from the
 ORDER TO _____
 Repair or Demolish; Prohibit Use of Property; Vacate Property; etc.

Made by _____
 Inspector Name and Title

On the _____ day of _____, 20_____

RESPECTING THE PROPERTY KNOWN AS:

_____ Municipal Number, (if this is a vacant lot provide Registered Plan and Lot Numbers)

BASIS OF APPEAL:

NOTE: An Owner or Occupant who has been served with an order made under BCA subsection 15.2(2) and who is not satisfied with the terms or conditions of the Order may appeal to the Property Standards Committee by sending a Notice of Appeal Form and Payment Receipt (**see 2nd page for payment option**) within 14 days after being served the Order. Pursuant to Section 4.8 of the Property Standards By-law, a processing fee of **\$500.00** shall be paid at the time the appeal is filed. The deadline for filing a complete application along with the processing fee is **BBO Clerk will fill the date @ 4:30 p.m.**

DATED at **WINDSOR** this _____ day of _____, 20_____

 Signature of Appellant or Agent or Solicitor

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE #: _____ ALTERNATE # _____



**TO: Council Services - Attention: Committee Coordinator 519-255-6222 ext. 6430
 or clerks@citywindsor.ca**

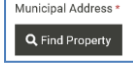
NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION:

I/We also acknowledge that the information requested on this form is collected under the authority of The Building Code Act, R.S.O. 2001 as amended. The information is required in order to process the appeal to the Property Standards Committee. The name and business address of the applicant and/or authorized agent is public information. The address of the property which is the subject of the appeal is also public information. Please be advised that any personal information i.e. name, address may become part of a public record in an electronic i.e. website and/or paper format i.e. agenda, minutes.

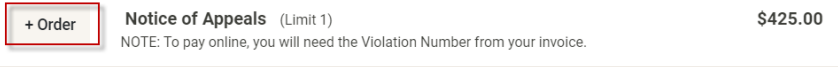
HOW TO PAY YOUR NOTICE OF APPEAL ONLINE (please follow steps below):

On-line Payment: available through the MyWindsor online service

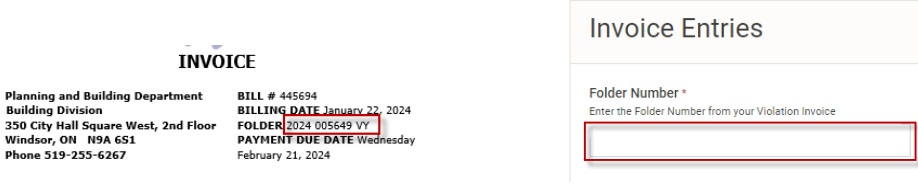
- 1) Access the MyWindsor online service at <https://www.citywindsor.ca/EServices/Pages/Online-Payment-Options.aspx>
- 2) The MyWindsor service will prompt you to 'log in' or 'create a new account'.
- 3) Once logged in, click '+Create New Application' 
- 4) In the Building Department area, select '+Create New' 
- 5) Review 'Requestors Information Page' and proceed through the steps by clicking "Next Step"
- 6) On the "Your Cart" page click +Add a property.
- 7) In the 'Requested Property' select



- 8) Enter the property address related to the Notice of Appeal and press 'Add to Cart'
- 9) Select + Add to Order and click '+Order' on the Notice of Appeals line



- 10) Enter the Folder Number from your Violation invoice in the 'Folder Number' field and click Save



- 11) Verify the values you entered and press 'Done'
- 12) Press 'Pay' and continue to follow the instructions provided to complete your payment.

Once payment is submitted, a receipt will be sent to the email provided during registration.

Email your completed Notice of Appeal form and a copy of your receipt to: clerks@citywindsor.ca

HOW TO PAY YOUR NOTICE OF APPEAL IN PERSON:

Payment for your Notice of Appeal can be made in person at the City of Windsor.

Bring your completed Notice of Appeal form to:

Council Services Department
at 350 City Hall Square West - Suite 530, Windsor, ON, N9A 6S1
Hours of operation are 8:30am-4:30pm, Monday to Friday (except holidays).

Acceptable Payments: VISA, Mastercard, Debit, Cash, Cheque or Money Order.
Credit Card payments over the telephone are not accepted.