



FOR TOWNSHIP USE ONLY
Application #
Date Received
Decision Date

**APPLICATION FOR HEARING OF AN APPEAL  
BEFORE THE PROPERTY STANDARDS COMMITTEE**

Pursuant to s. 17.1 of the Statutory Powers and Procedures Act (SPPA) the PSC may order a party to pay all or part of another party’s costs in a proceeding where the conduct or a course of conduct of a party has been unreasonable, frivolous or vexatious or a party has acted in bad faith.

**PURPOSE OF APPLICATION**

- ☐ Modify
- ☐ Rescind Order
- ☐ Extend Time for Compliance

Please complete this application and return it to the Secretary of the Committee, together with all supporting documentation referred to in this application within the appeal period prescribed by Order.

*Definitions:*

**APPLICANT:** *The Applicant must be a person to whom an order has been issued by the Township of Guelph/Eramosa*

**1. AS SOMEONE WHO IS APPEALING TO THE HEARING COMMITTEE YOU ARE:**

- ☐ *The owner of the subject property*
- ☐ *The occupant of the subject property*
- ☐ *A person having interest in the subject property*
- ☐ *Other* \_\_\_\_\_

**2. APPLICANT INFORMATION ~ PLEASE PRINT**

NAME:	TELEPHONE NO:
EMAIL:	FACSIMILE NO:
ADDRESS:	BUSINESS NO:

**3. REPRESENTATIVE INFORMATION**

(If the Applicant is to be represented by another individual, please provide the following contact information for the representative)

NAME:	POSITION:
ADDRESS:	COMPANY NAME:

TELEPHONE NO:	EMAIL:
BUSINESS NO:	FACIMILE NO:

4. **PARTICULARS OF DISPUTE** (Use attachments, if necessary.)

4.1 **Provisions of the Order in dispute:** (List those sections of the By-Law in dispute)

1.

2.

3.

4.2 **Description of the portion of the order that is in dispute:** (List what specific recommendation, condition, or portion of the order you dispute)

1.

2.

3.

4.3 **Concise statement by the Applicant regarding the nature of this dispute, including reasons for non-acceptance of the condition(s) given by the Officer:** (Describe what the nature of your dispute is.)

4.4 **What is the current condition of the property:** (Indicate any changes to the property since the date the order was issued.)

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5. **SUPPORTING DOCUMENTATION:** (List and attach copies of drawings, site plans, photographs, correspondence and other relevant documents and documentation that you are providing in support of this application.)

- 1. Schedule A \_\_\_\_\_
- 2. Schedule B \_\_\_\_\_
- 3. Schedule C \_\_\_\_\_
- 4. Schedule D \_\_\_\_\_
- 5. Schedule E \_\_\_\_\_

6. **AFFIRMATION AND SIGNATURE OF APPLICANT OR REPRESENTATIVE**

The undersigned affirms that the information provided in this application is accurate to the best of their knowledge.

**DATED:**

\_\_\_\_\_  
of \_\_\_\_\_, 20

\_\_\_\_\_  
Signature of Applicant or Representative

\_\_\_\_\_  
Name and Position of Applicant or Representative (Please Print or Type)

**NOTE:**

- 1. After receipt of this application, the Secretary to the Property Standards Committee will inform you about further arrangements in the form of a notice of hearing.
- 2. Please notify the Secretary to the Property Standards Committee or Clerk’s Office in writing immediately of any change of address. The committee will communicate with you by mail at the address shown in this notice unless you notify the committee of a change in your address.
- 3. The Property Standards Committee is subject to the Municipal Freedom of Information and Protection of Privacy Act. Personal information provided on this form is collected under the authority of the Building Code Act, 1992 and will be used for the purpose of a hearing before the Property Standards Committee. Please direct any questions about the collection of information to the Clerk’s Office.
- 4. In the even any party to the proceedings do not attend the hearing it may take place in their absence and they will not be entitled to any further notice of proceedings.
- 5. Where an application to extend the time for compliance is submitted, the applicant shall be deemed to agree with the facts contained in the Order.

**RETURN** this application to the Secretary to the Property Standards Committee at the following address:

The Corporate of the Township of Guelph/Eramosa  
8348 Wellington Road 124  
P.O. Box 700  
Rockwood, ON N0B 2K0