

NOTICE OF APPEAL TO ORRSC FORM AND CHECKLIST

* This form is to be completed in full by the Municipality, not the Appellant*

MUNICIPAL INFORMATION

Municipality: _____ Date of Decision: _____

Legal Address: _____ 21-Day Appeal Deadline: _____

Civic Address: _____ Date Appeal Received: _____

Application Being Appealed (check applicable box):

☐ Development Application No.: _____ ☐ Stop Order No.: _____

☐ Subdivision Application No.: _____

Municipal Contact(s)

Name: _____ Title: _____ Phone: _____

Email: _____

Name: _____ Title: _____ Phone: _____

Email: _____

APPELLANT INFORMATION

Name: _____ Email: _____ Phone: _____

Mailing Address: _____

Agent or Legal Representative Information (if applicable):

Name: _____ Email: _____ Phone: _____

Mailing Address: _____

APPLICANT INFORMATION (if different then Appellant)

Name: _____ Email: _____ Phone: _____

Mailing Address: _____

Agent or Legal Representative Information (if applicable):

Name: _____ Email: _____ Phone: _____

Mailing Address: _____

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APPEAL ITEMS CHECKLIST - Items to be collected and forwarded to the Clerk

Development Application

- ☐ Letter or Completed Appeal Form from the Appellant
- ☐ Confirmation that the applicable appeal fee has been submitted to the Municipality
- ☐ Original Application – all attachments and correspondence
- ☐ Notification/Circulation/Referral Letter with all attachments – *if applicable*
- ☐ Notification/Circulation/Referral list and addresses
- ☐ Copy of all correspondence received from notification/circulation/referrals
- ☐ Notice of Decision – all attachments and correspondence regarding approval or refusal
- ☐ Copy of Development Permit – *if applicable*
- ☐ Development Authority Meeting Information – Request for Decision, reports, attachments, etc.
- ☐ Draft or approved Meeting Minutes – *if applicable*
- ☐ Any information that was used in making the decision (i.e. technical reports, policies, etc.)
- ☐ All correspondence between the Municipality/Development Officer and the Applicant relevant to the decision

Subdivision Application

We do not require the subdivision decision (resolution) or file information as ORRSC is already in possession of that information

- ☐ Letter or Completed Appeal Form from the Appellant
- ☐ Confirmation that the applicable appeal fee has been submitted to the Municipality
- ☐ Subdivision Authority Meeting Information – Request for Decision, reports, attachments, etc.
- ☐ Draft or approved Meeting Minutes – *if applicable*
- ☐ Any information that was used in making the decision that wasn't previously provide to ORRSC (i.e. technical reports, policies, etc.)
- ☐ All correspondence between the Municipality/Development Officer and the Applicant regarding Application

Stop Order

- ☐ Letter or Completed Appeal Form from the Appellant
- ☐ Confirmation that the applicable appeal fee has been submitted to the Municipality
- ☐ Copy of Stop Order
- ☐ Copy of Development Permit – *if applicable*
- ☐ All correspondence between the Municipality/Development Officer and the Applicant regarding Stop Order

**PLEASE EMAIL FORM AND ALL APPLICABLE DOCUMENTATION TO
APPEALS@ORRSC.COM WITHIN 24 HOURS OF RECEIVING THE APPEAL**