

**Appeal Form (A1)**



Please complete this Appeal Form by following the instructions in the companion document titled “Appeal Form Instructions”. Please read **both** documents carefully to ensure you submit the correct information and complete this form correctly.

There are guides available for review on the Tribunal’s [website](https://olt.gov.on.ca/appeals-process/) for different appeal types to assist you in filing an appeal.

**Please review the notice of the decision you are appealing to determine the appeal deadline and the specific official with whom the appeal should be filed (e.g. Secretary-Treasurer, Clerk, Minister, Ontario Land Tribunal) prior to completing this Appeal Form. Relevant portions of the applicable legislation should also be reviewed before submitting this form. Your appeal must be filed with the appropriate authority within the appeal period as set out in the notice of the decision and applicable legislation.**

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| Section 1 – Contact Information (Mandatory) |
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| Applicant/Appellant/Objector/Claimant Information |
| Last Name: | First Name: |
|  |  |
| Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation): |
|  |
| Email Address: |
|  |
| Daytime Telephone Number: | Alternative Telephone Number: |
|  | ext. |  |  |
| Mailing Address |
| Unit Number: | Street Number: | Street Name: | P.O. Box: |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
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| Representative Information |
| ☐ I hereby authorize the named company and/or individual(s) to represent me |
| Last Name: | First Name: |
|  |  |
| Company Name or Association Name (Association must be incorporated – include copy of letter of incorporation): |
|  |
| Email Address: |
|  |
| Daytime Telephone Number: | Alternative Telephone Number: |
|  | ext. |  |  |
| Mailing Address |
| Unit Number: | Street Number: | Street Name: | P.O. Box: |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
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| **Note:** If your representative is not licensed under the *Law Society Act*, please confirm that they have your written authorization, as required by the OLT *Rules of Practice and Procedure*, to act on your behalf and that they are also exempt under the Law Society’s by-laws to provide legal services. Please confirm this by checking the box below. |
| ☐ | I certify that I understand that my representative is not licensed under the *Law Society Act* andI have provided my written authorization to my representative to act on my behalf with respect to this matter. I understand that my representative may be asked to produce this authorization at any time along with confirmation of their exemption under the Law Society’s by-laws to provide legal services. |
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| Location Information |
| Are you the current owner of the subject property? | ☐ | Yes | ☐ | No |
| Address and/or Legal Description of property subject to the appeal: |
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| Municipality: |
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| Upper Tier (Example: county, district, region): |
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| Language Requirements |
| Do you require services in French? | ☐ | Yes | ☐ | No |
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| To file an appeal, please complete the section below. Complete one line for each appeal type |
| Subject of Appeal | Type of Appeal(Act/Legislation Name) | Reference(Section Number) |
| Example | Minor Variance | *Planning Act* | 45(12) |
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| Section 2 – Appeal Type (Mandatory) |
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| Please select the applicable type of matter |
| Select | Legislation associated with your matter | Complete Only the Section(s) Below |
| ☐ | Appeal of *Planning Act* matters for Official Plans and amendments, Zoning By-Laws and amendments and Plans of Subdivision, Interim Control By-laws, Site Plans, Minor Variances, Consents and Severances | 3A |
| ☐ | Appeal of *Development Charges*, *Education Act*, *Aggregate Resources Act*, *Municipal Act* matters | 3A |
| ☐ | Appeal of or objection to *Ontario Heritage Act* matters under subsections 29, 30.1, 31, 32, 33, 40.1 and 41 | 3A |
| ☐ | Appeal of *Planning Act* (subsections 33(4), 33(10), 33(15), 36(3)), *Municipal Act* (subsection 223(4)), *City of Toronto Act* (subsection 129(4)) and *Ontario Heritage Act* (subsections 34.1(1), 42(6)) matters | 3A & 3B |
| ☐ | Appeal of *Clean Water Act*, *Environmental Protection Act*, *Nutrient Management Act*, *Ontario Water Resources Act*, *Pesticides Act*, *Resource Recovery and Circular Economy Act*, *Safe Drinking Water Act*, *Toxics Reduction Act*,and *Waste Diversion Transition Act* matters | 4A |
| ☐ | Application for Leave to Appeal under the *Environmental Bill of Rights, 1993* | 4B |
| ☐ | Appeal under the *Niagara Escarpment Planning and Development Act* (*NEPDA*) | 5 |
| ☐ | Appeal of *Conservation Authorities Act*, *Mining Act*, *Lakes and Rivers Improvement Act*, *Assessment Act*,and *Oil, Gas and Salt Resources Act* matters | 6 |
| ☐ | Legislation not listed above | Contact OLT before filing your appeal |
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| Section 3A – Planning Matters |
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| Appeal Reasons and Specific Information  |
| Number of new residential units proposed: |
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| Municipal Reference Number(s): |
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| List the reasons for your appeal: |
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| Has a public meeting been held by the municipality?  | ☐ | Yes | ☐ | No |
| For appeals of Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments, please indicate if you will rely on one or more of the following grounds: |
| A: A decision of a Council or Approval Authority is: |
| ☐ | Inconsistent with the Provincial Policy Statement issued under subsection 3(1) of the *Planning Act* |
| ☐ | Fails to conform with or conflicts with a provincial plan |
| ☐ | Fails to conform with an applicable Official Plan |
| **And** |
| B: For a non-decision or decision to refuse by council: |
| ☐ | Consistency with the provincial policy statement, issued under subsection 3(1) of the *Planning Act* |
| ☐ | Conformity with a provincial plan |
| ☐ | Conformity with the upper-tier municipality’s Official Plan or an applicable Official Plan |
| If it is your intention to argue one or more of the above grounds, please explain your reasons: |
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| Oral/Written submissions to council |
| Did you make your opinions regarding this matter known to council? |
| ☐ | Oral submissions at a public meeting of council |
| ☐ | Written submissions to council |
| ☐ | Not applicable |
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| Related Matters |
| Are there other appeals not yet filed with the Municipality? |
| ☐ | Yes | ☐ | No |
| Are there other matters related to this appeal? (For example: A consent application connected to a variance application). |
| ☐ | Yes | ☐ | No |
| If yes, please provide the Ontario Land Tribunal Case Number(s) and/or Municipal File Number(s) for the related matters: |
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| Section 3B – Other Planning Matters |
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| Appeal Specific Information (Continued) |
| Date application submitted to municipality if known (yyyy/mm/dd): |
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| Date municipality deemed the application complete if known (yyyy/mm/dd): |
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| Please briefly explain the proposal and describe the lands under appeal: |
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| There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 3B Checklist(s) located [here](https://olt.gov.on.ca/appeals-process/forms/#checklist) and submit all documents listed. |
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| Section 4A – Appeals under Environmental Legislation |
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| Appeal Specific Information |
| Outline the grounds for the appeal and the relief requested: |
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| Reference Number of the decision under appeal: |
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| Portions of the decision in dispute: |
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| Date of receipt of Decision or Director’s Order (yyyy/mm/dd): |
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| Applying for Stay? | ☐ | Yes | ☐ | No |
| If Yes, outline the reasons for requesting a stay: (Tribunal’s Guide to Stays can be viewed [here](https://olt.gov.on.ca/appeals-process/)) |
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| There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 4A Checklist(s) located [here](https://olt.gov.on.ca/appeals-process/forms/#checklist) and submit all documents listed on the checklist. |
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| Section 4B – Environmental Application for Leave to Appeal |
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| Are you filing an Application for Leave to Appeal under the *Environmental Bill of Rights, 1993?* | ☐ | Yes | ☐ | No |
| Identify the portions of the instrument you are seeking to appeal: |
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| Identify the grounds you are relying on for leave to appeal. Your grounds should include reasons why there is good reason to believe that no reasonable person, having regard to the relevant law and to any government policies developed to guide decisions of that kind could have made the decision; and why the decision could result in significant harm to the environment: |
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| Outline the relief requested: |
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| There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 4B Checklist(s) located [here](https://olt.gov.on.ca/appeals-process/forms/#checklist) and submit all documents listed on the checklist. |
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| Section 5 – Appeal regarding Development Permit Application under the *Niagara Escarpment Planning and Development Act* |
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| Appeal Specific Information |
| Development Permit Application File No: |
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| Address or legal description of the subject property: |
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| Reasons for Appeal: Outline the nature and reasons for your appeal. Specific planning, environmental and/or other reasons are required. (The Niagara Escarpment Plan is available on the Niagara Escarpment Commission’s website (www.escarpment.org)) |
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| Section 6 – Mining Claim and Conservation Matters |
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| Appeal Specific Information |
| List the subject Mining Claim Number(s) (for unpatented mining claims) and accompanying Townships, Areas and Mining Division(s) where mining claims are situated. List all “Filed Only” Mining Claims, if appropriate: (This is to be completed for *Mining Act* appeals only.) |
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| List the Parcel and the Property Identifier Numbers (PIN), if rents or taxes apply to mining lands, if appropriate (mining claims only): |
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| Provide the date of the Decision of the Conservation Authority or the Provincial Mining Recorder, as appropriate: |
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| Provide a brief outline of the reasons for your application/appeal/review. If other lands/owners are affected, please include that information in the outline being provided below: |
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| Respondent Information |
| Conservation Authority: |
|  |
| Contact Person: |
|  |
| Email Address: |
|  |
| Daytime Telephone Number: | Alternative Telephone Number: |
|  | ext. |  |  |
| Mailing Address or statement of last known address/general area they were living and name of local newspaper if address is not available |
| Unit Number: | Street Number: | Street Name: | P.O. Box: |
|  |  |  |  |
| City/Town: | Province: | Country: | Postal Code: |
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| There are required documents and materials to be submitted to the Ontario Land Tribunal (OLT) based on the type of legislation and section you are filing under. Please see the Section 6 Checklist(s) located [here](https://olt.gov.on.ca/appeals-process/forms/#checklist) and submit all documents listed on the checklist. |
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| Section 7 – Filing Fee |
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| Required Fee |
| Please see the attached link to view the [OLT Fee Chart](https://olt.gov.on.ca/appeals-process/fee-chart/). |
| Total Fee Submitted: $ |
| Payment Method | ☐ | Certified Cheque | ☐ | Money Order | ☐ | Lawyer’s general or trust account cheque |
|  | ☐ | Credit Card |
| If you wish to pay the appeal fee(s) by credit card, please check the box above and OLT staff will contact you by telephone to complete the payment process upon receipt of the appeal form. **DO NOT INCLUDE YOUR CREDIT CARD INFORMATION ON THIS FORM. YOU WILL BE CONTACTED TO COMPLETE YOUR PAYMENT OVER THE PHONE.** |
| If a request for a fee reduction is being requested, please pay the minimum filing fee for each appeal and complete/submit the [Fee Reduction request form](https://olt.gov.on.ca/appeals-process/fee-chart/).🞎 Request for Fee Reduction form is attached (if applicable – see Appeal Form Guide for more information) |
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| Section 8 – Declaration (Mandatory) |
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| Declaration |
| I solemnly declare that all the statements and the information provided, as well as any supporting documents, are true, correct and complete.By signing this appeal form below, I consent to the collection of my personal information. |
| **Name of Appellant/Representative** | **Signature of Appellant/Representative** | **Date (yyyy/mm/dd)** |
|  |  |  |
| Personal information or documentation requested on this form is collected under the authority of the *Ontario Land Tribunal Act* and the legislation under which the proceeding is commenced. All information collected is included in the Ontario Land Tribunal (OLT) case file and the public record in this proceeding. In accordance with the *Freedom of Information and Protection of Privacy Act* and section 9 of the *Statutory Powers Procedure Act*, all information collected is available to the public subject to limited exceptions. |
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| We are committed to providing services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator at OLT.Coordinator@ontario.ca or toll free at 1-866-448-2248 as soon as possible. |
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| Section 9 – Filing Checklists (Mandatory) |
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| Filing/Submitting your form and documentation |
| You must file your Appeal Form with the appropriate authority(s) by the filing deadline. |
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| **If the completed Section is:** | **Refer to the relevant checklist and submit all documents listed on the checklist when filing your Appeal Form.** |
| Section 3B | Review the Section 3B Checklist(s) and attach all listed documents. |
| Section 4A  | Review the Section 4A Checklist(s) and attach all listed documents. |
| Section 4B | Review the Section 4B Checklist(s) and attach all listed documents. |
|  |
| **If the completed Section is:** | **You must file with the following:** |
| Section 3A | Municipality or the Approval Authority/School Board\*If you are filing under the *Ontario Heritage Act*, including under **s. 34.1(1),** please carefully review the specific section of that legislation to determine if your appeal needs to be filed with the Tribunal **in addition** to the Municipality or Approval Authority. |
| Section 3A & 3B or | Ontario Land Tribunal655 Bay Street, Suite 1500Toronto, ON M5G 1E5 | Phone: 416-212-6349 | 1-866-448-2248Website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca)  |
| Section 4A or |
| Section 4B orSection 6 |
| Section 5 | **For the Areas of:**Dufferin County (Mono)Region of HaltonRegion of PeelRegion of NiagaraCity of Hamilton**File with:**NIAGARA ESCARPMENT COMMISSION232 Guelph Street, 3rd FloorGeorgetown, ON L7G 4B1Phone: 905-877-5191Fax: 905-873-7452Website: [www.escarpment.org](http://www.escarpment.org)Email: necgeorgetown@ontario.ca | **For the Areas of:**Bruce CountyGrey CountySimcoe CountyDufferin County (Mulmur, Melancthon)**File with:**NIAGARA ESCARPMENT COMMISSION1450 7th AvenueOwen Sound, ON N4K 2Z1Phone: 519-371-1001Fax: 519-371-1009Website: [www.escarpment.org](http://www.escarpment.org)Email: necowensound@ontario.ca |
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| **NOTE:** Please review the notice of the decision you are appealing to determine the appeal deadline and the specific official with whom the appeal should be filed (e.g. Secretary-Treasurer, Clerk, Minister, Ontario Land Tribunal).  |
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| **NOTE:** Relevant portions of the applicable legislation should be reviewed before submitting this form. Please ensure that a copy of this Appeal Form is served in accordance with the requirements of the applicable legislation. |