



NOTICE OF APPEAL

Licence and Community Standards Appeal Board

CC 962 (2021-12)

IMPORTANT INFORMATION - Your notice of appeal must be accompanied by:

- The \$100.00 appeal filing fee; and,
- a copy of the Order, Notice, Permit, Licence or Decision being appealed. A scanned copy or photo can be submitted by email to lcsab@calgary.ca, or a paper copy can be delivered to the Board's office with this form.

Appeals must be filed within certain time periods. For more information, consult the Decision, Order, Notice, Permit or Licence being appealed, the Bylaw that applies, and the *Municipal Government Act*.

| | | | |
|-------------------------------------|--|-------------------------------------|--|
| Name of Appellant | | Agent Name (if applicable) | |
| Address (for notification purposes) | | Address (for notification purposes) | |
| City | | City | |
| Province | | Province | |
| Postal Code | | Postal Code | |
| Email Address | | Email Address | |
| Daytime Phone # | | Daytime Phone # | |
| Secondary Phone # | | Secondary Phone # | |

| Appeal Type (Choose one) | Date that the Decision, Notice, Order Licence or Permit was received |
|--|---|
| <input type="checkbox"/> Appeal under the Responsible Pet Ownership Bylaw (including appeals regarding licences, permits or remedial orders) | |
| <input type="checkbox"/> Appeal about a licence or permit Licence/Appeal Type: _____ | |
| <input type="checkbox"/> Appeal of a Remedial Order under the Community Standards Bylaw or the <i>Municipal Government Act</i> | |

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| Municipal Address of Site, if applicable | |
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Reasons for Appeal

Please explain your reasons for appeal. A copy of this notice will be provided to Board members and to the City Administration. Please provide as much detail as possible.

Reasons for Appeal continued (optional)

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(Attach a separate page if required)

| Signature of Appellant / Agent | | |
|---|---------------------|--|
| Date YYYY-MM-DD | | |
| FOR OFFICE USE ONLY | | |
| Final Date of Appeal YYYY MMM DD | LCSAB Appeal Number | Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | Hearing Date YYYY MMM DD |

PAYMENT INFORMATION

Payment may be made by Cash, Cheque or Debit only. Please make cheques payable to The City of Calgary.

FILING INFORMATION

PLEASE NOTE: Appeals cannot be filed by email or fax as the filing fee must accompany the appeal at the time of filing.

If you mail the appeal, it must be received by the Licence and Community Standards Appeal Board office on or before the final date for appeal.

| MAIL TO: | DELIVER TO: |
|---|---|
| City Appeal Boards Licence and Community Standards Appeal Board #8110 P.O. Box 2100, Station M Calgary, AB T2P 2M5 | City Appeal Boards Licence and Community Standards Appeal Board 4 th Floor, 1212 31 Avenue NE Deerfoot Junction III Building (DJ3) Calgary, AB T2E 7S8 |

If you require further information regarding appeal deadlines and procedures, please contact the LCSAB office at:

Website: calgary.ca/lcsab
Phone: (403) 268-5312
Email: lcsab@calgary.ca

This personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act*, section 33(c). **THIS INFORMATION WILL BE USED FOR PROCESSING YOUR APPEAL AND WILL BECOME PART OF A PUBLIC AGENDA.** If you have any questions regarding the collection of this information, contact the Tribunal Coordinator, City Appeal Boards at 403-268-5312 or PO Box 2100, Stn "M", #8110, Calgary, AB, T2P 2M5