

***To be used for sample purposes only ***

ORDER TO REMEDY CONTRAVENTION

(Name of Municipality)
(Street Address)
(Municipality, Postal Code)
(Email Address)
(Phone Number)

DATE OF ISSUANCE: (Date)
Sent via REGISTERED MAIL

(Landowner Name)
(Landowner Street Address)
(Municipality, Postal Code)

Dear (Landowner Name),

Subject: **Contravention of Zoning Bylaw No. (Bylaw Number)**
****(Legal Land Description)****
****(Civic Address)****

At an inspection of the subject property on (inspection date), the Development Officer observed (describe contravention) present on the property.

Pursuant to section (section number) of the (Municipal Zoning Bylaw Title), (describe contravening activity) is defined as:

“(Quote Bylaw Definition of Activity)”

Pursuant to section (section number) of the (Municipal Zoning Bylaw Title), the subject property is zoned (Zoning District). In the (Zoning) District, (contravening activity) is a prohibited land use. (Contravening activity) at this location is deemed to be a contravention of the zoning bylaw.

Therefore, pursuant to section 242(5)(b) of *The Planning and Development Act, 2007* you are hereby ordered to remedy the contravention by (state action required with particulars – types of actions that may be ordered include discontinuing the development or form of development; altering the development or form of development to remove the contravention; restoring the land, building or premises to its condition immediately before the undertaking of the development or form of development; and/or completing all work necessary to comply with the zoning bylaw) at the subject property.

Compliance with this Order must be achieved within **30 days** of the date of issuance.

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You have the right to appeal this Order to the Development Appeals Board within **30 days** of the date of issuance. If you wish to file an appeal, please submit the enclosed Notice of Appeal form and (\$ amount of appeal fee) appeal fee to:

Secretary, Development Appeals Board
c/o Village Clerks Office
City Hall
123 Canoe Street
Canoe, X1X 1X1

Dated at City Hall, this ____ day of _____, _____.

Development Officer

Enclosure(s)
Bylaw Section – Definitions
Bylaw Section – (Zoning District)
Bylaw Section – Zoning Map
Notice of Appeal Application Form

SAMPLE