

## **Screening Request to Review Penalty**

The Municipality of Hastings Highlands offers the convenience of scheduling an appointment with a Screening Officer to review your Penalty Notice under the Municipality's Administrative Penalty System. Bylaw 2019-056.

Please read the information below carefully and in its entirety before submitting your screening request.

### **Eligibility for a Screening Request**

- You have **15 days from your Penalty Date** to submit a screening request.

### **Failure to Appear**

Failure to appear at the time and date of screening will result in an affirmation of the Penalty, and the following fees will be applied:

- \$50.00 Non-Appearance Fee
- \$15.00 Late Payment Fee

Non-payment of these amounts will result in the amounts being added to your property tax.

You can still pay your Penalty Notice up to and including the day and time of your screening and it will result in the cancellation of your screening.



# Hastings Highlands

*Beautiful By Nature*

## Request for Screening Review

bylawofficer@hastingshighlands.ca

**Fax:** 613-338-3292 **Tel:** 613-338-2811 ext. 235

33011 Hwy 62 N – P.O. Box 130, Maynooth, ON K0L 2S0

**Applicants are responsible for the completion and content of this form.**

<b>Penalty Notice Recipient</b>		
Name (First and Last)		Home Telephone
Address		Other Telephone
City/Town/Municipality		Fax Number
Province	Postal Code	Email Address

<b>Penalty Notice Information (Please provide the information found on the Penalty Notice)</b>		
Penalty Charge No.	Penalty Date	Name on Penalty Notice
Location where the Infraction Occurred		
Bylaw Offence		

<b>Reason for Screening</b> - You are required to provide specific reason(s). Please provide a factual and detailed explanation of your reason(s) for your Screening request. If you wish to support your Screening with images or other documentation please bring them with you at your scheduled In-Person Screening <b>or</b> attach them to this request.	
<input type="checkbox"/> Penalty Review: Review of Administrative Penalty for Reasons Below	<input type="checkbox"/> Extension of Due Date: Documentation must be provided for extension of Payment Due Date to be granted.
Continued on next page.	



