



By-law Services Division  
97 Hurontario Street  
Collingwood, Ontario L9Y 3Z5  
705-445-1030 ext. 3256  
amps@collingwood.ca

# AMPS Screening Review Extension Request Form

## Instructions

Please complete and submit this form to request an extension of time for a Screening Review regarding the Penalty Notice detailed below.

To be eligible for an extension, your request must be submitted within 30 days of the Penalty Notice Date. A Screening Officer will evaluate your request, and you will be notified of the decision by a staff member. Extensions may be granted if the recipient of the Penalty Notice can demonstrate extenuating circumstances that prevented them from requesting a Screening Review by the Penalty Due Date.

If your request is approved, a Screening Review will be scheduled, and you will receive a Notice of Screening Review. If your request is denied, you will be required to pay the Penalty Amount along with any Administrative Fee(s).

### A. Penalty Notice Information

*(Please provide the information from your Penalty Notice)*

*Penalty Notice Number:*

*Penalty Date (mm/dd/yyyy):*

### B. Recipient Information

*Name of Penalty Notice Recipient:*

*Phone Number:*

*Street Address:*

*City:*

*Province:*

*Postal Code:*

*Email Address:*

### **C. Reason for Extension of Time Request**

*Please describe the mitigating or extenuating circumstances that prevented you from submitting your Screening Review request before the deadline.*

## D. Supporting Materials

Attachment(s) included?  Yes  No

*If you have photographs, documents or other material to support your request, please list the items below and attach copies to your completed form.*

## Submitting the Form

Submit your completed form using one of the methods below:

- a) **By mail:** Town of Collingwood, By-law Services Division,  
P.O. Box 157, 97 Hurontario Street, Collingwood, Ontario L9Y 3Z5
- b) **By email:** [amps@collingwood.ca](mailto:amps@collingwood.ca)
- c) **In person:** Town Hall, 97 Hurontario Street, Collingwood, ON, L9Y 3Z5,  
during regular business hours (8:30 a.m. to 4:30 p.m., Monday to Friday).

All personal information collected on this form is protected under the *Municipal Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing your request.