



City of Big Rapids  
Community Development Department  
Phone: (231) 592-4035  
Website: [www.cityofbr.org](http://www.cityofbr.org)

Application to Property Maintenance  
Board of Appeals

### Meeting Information

The City of Big Rapids Property Maintenance Board of Appeals meets as needed on the fourth Tuesday of each month at 7:00 p.m. at City Hall, 226 N. Michigan Avenue, Big Rapids MI. Materials related to requests for Board action, including any required fees, must be filed with the Community Development Department. Questions may be directed to the Community Development Department at (231) 592-4035.

### Filing Information

Filing Deadlines are established at 21 calendar days prior to the next scheduled board meeting and may be directed to the Director of Community Development at (231) 592-4035.

The filing deadline is required to allow sufficient time for review of the application by staff, notices of public hearing to be mailed, and independent review by all members of the board. Filing requests which are not complete, or which are not filed by the meeting deadline, as determined by the Director of Community Development, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

### Process for Review

A public hearing will be held for all requests to the Property Maintenance Board of Appeals to hear comments, either in favor or in opposition, and to discuss suggestions for modification prior to the board's decision. A notice of the public hearing will be published in the local paper.

**The applicant, or a representative of the applicant, must attend the meeting and be prepared to explain the request.**

An application for appeal shall be based on a claim that the true intent of the International Property Maintenance Code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Please submit all of the following information as attachments:

1. A legal description of the property in question.
2. A detailed explanation of why the appeal is necessary for this property.
3. Eight (8) copies of all application materials.
4. Application fee of \$225.00



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Application Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Reason appeal is being requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All information required for submission of an application as indicated on this application has been provided. I certify that I have read and do understand the procedures for the City of Big Rapids Property Maintenance Board of Appeals requests.

\_\_\_\_\_  
Signature of applicant or property owner