

**BOARD OF APPEALS
GENERAL INFORMATION AND APPLICATION PROCEDURES**

The Board of Appeals was created under the International Property Maintenance Code as a means of appeal for code violation interpretation. In addition, the Board of Appeals will also hear extension requests regarding compliance dates.

The Board of Appeals has the authority to hear requests concerning any structure in the City of Coldwater (residential, commercial and industrial).

APPLICATION PROCEDURES

Application for any action from the Board of Appeals is made through the **Neighborhood Services Department**.

Regular meetings of the Board of Appeals are scheduled for the third Thursday of each month at 5:30 PM and are conducted on the second floor of the HLB Municipal Building in the Council Chambers. The application form must be submitted no later than fourteen (14) days prior to a regular meeting of the Board. The filing deadline is required to allow sufficient time for review of the application by the administrative staff and/or independent review by the individual members of the Board. Each part of the application must be completed and all questions answered. Please keep in mind that incomplete applications will not be accepted.

An agenda will be mailed one week prior to the meeting as a reminder to you of the date and time. The applicant or his representative must attend the meeting and be prepared for discussion with the Board. **The Board will deny all requests if the applicant or his/her representative is not present.**

Questions concerning these requirements and/or the application can be directed to Neighborhood Services by calling 517-279-6929.

Return completed application to: Neighborhood Services Department
 One Grand Street
 Coldwater, MI 49036

Date Received: _____

Meeting Date: _____

**CITY OF COLDWATER PROPERTY MAINTENANCE BOARD OF APPEALS
INSPECTION APPEAL/EXTENSION**

ADDRESS OF PROPERTY: _____

PROPERTY OWNER NAME: _____ PHONE _____

PROPERTY OWNER ADDRESS: _____

USE OF STRUCTURE: _____

Date of initial property inspection: _____

Has a ticket been issued for this violation Yes No

Which reported property or code violation(s) do you feel have been inaccurately, incorrectly or inappropriately identified?

Continue on back if necessary

What violations are still outstanding or incomplete? Why haven't these violations been completed or repaired and how much time do you believe is necessary to correct the remaining violations?

Continue on back if necessary

Please return this completed form to: Neighborhood Services Department
One Grand Street
Coldwater, MI 49036

APPLICANT'S SIGNATURE _____

NOTE: Attendance at the hearing is **required** for your request to be considered. Meetings are held the third Thursday of each month at 5:30 PM on the second floor in the HLB Municipal Building, Council Chambers, 1 Grand Street, Coldwater, Michigan.