

## BUILDING CODE BOARD OF APPEALS

### Brief Rules of Procedure for Filing an Appeal

1. Applications for appeal to the Building Code Board of Appeals shall be accompanied by or set forth the following information:
  - A. The street address, if any, and the legal description of the property involved.
  - B. The principal points upon which the appeal is made.
  - C. A clear and accurate description of the proposed variations or modifications of the requirements of the Building Code. (A letter or supplement to the appeal is most helpful.)
  - D. Specific reference to the section or sections of the Building Code under which it is claimed the appeal may be granted.
  - E. Six (6) copies of the plans drawn to scale showing the lot and the proposed building to be erected or altered, the existing and intended use of the building or part thereof and such other information as may be deemed necessary to properly provide for the hearing of the appeal. (Only three (3) copies of the application are needed.)
  - F. A fee of one hundred and forty-five dollars (\$145.00) must accompany all appeals. (Ordinance NO. 1922, City of Livonia, amending Section 300(c) of Chapter 04 (Building Codes) of Title 15 of the Livonia Code of Ordinances.)
2. Appeals must be filed with complete information and in the hands of the secretary a minimum of two weeks prior to a meeting date so that Board members will have a minimum of ten (10) days to review and study the docketed cases. (Resolution of the Building Code Board of Appeals at the meeting of January 19, 1967.)

NOTE: The regular meeting date of the Building Code Board of Appeals is the second Thursday of the month. The Board meets in the Offices of the Inspection Department, in the Annex of the Livonia City Hall Building, 33000 Civic Center Drive, Livonia, MI 48154.

NOTE: All applications must be made and presented in triplicate

Case No. \_\_\_\_\_

Date Filed \_\_\_\_\_

**APPLICATION FOR APPEAL**

TO THE BUILDING CODE BOARD OF APPEALS, 33000 Civic Center Drive, Livonia, MI 48154

(Applicant)	(Street Address)	(Telephone)
(Owner of Premises)	(Street Address)	(Telephone)
(Lessee)	(Street Address)	(Telephone)

hereby makes application for a Hearing, seeking to \_\_\_\_\_ the \_\_\_\_\_ of the Inspection Department, dated \_\_\_\_\_, which reads as follows: \_\_\_\_\_

The property in question is located on the \_\_\_\_\_ side of \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_. Give date property was acquired and type of ownership, and state all deed, subdivision, improvement and property restrictions, in effect at this time together with their duties of expiration:

Give legal description of property involved: \_\_\_\_\_

State grounds upon which this application for appeal is based. (A separate attached letter may be used if required or desired.) \_\_\_\_\_

What particular Section of the Building Code is claimed as their basis for this appeal? \_\_\_\_\_ See Rule 2, Section F. Paragraph (a) and (b) of the Building Code Board of Appeals Rules of Procedure

**AFFIDAVIT**

I hereby certify that the information given herein is correct and true.

State of Michigan }  
County of Wayne } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ Applicant - Owner A.D. 20\_\_\_\_.

Commission expires \_\_\_\_\_, 20\_\_\_\_ (Notary Public)

I hereby certify that the above applicant makes this application for appeal with my full knowledge and approval.

State of Michigan }  
County of Wayne } ss.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_.

Commission expires \_\_\_\_\_, 20\_\_\_\_ (Notary Public)

Any decision of the board favorable to the applicant will remain valid only as long as the information or data relating thereto are found to be correct and the conditions upon which the resolution was based are maintained.