



**City of Big Rapids**  
**Property Maintenance Board of Appeals Application**

Website: [cityofbr.org](http://cityofbr.org)

The City of Big Rapids Property Maintenance Board of Appeals meets, as needed, on the fourth Tuesday of the 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 Department of Neighborhood Services 21 calendar days prior to the meeting date. Questions may be directed to the Zoning Administrator at (231) 592-4035.**

The filing deadline is required to allow sufficient time for review of the application by staff, notice of public hearing to be published, 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 Zoning Administrator, will not be placed on the agenda of the respective Board meeting, nor will they be considered at the respective Board meeting.

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 IPMC 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.

**City of Big Rapids  
Department of Neighborhood Services  
Property Maintenance Board of Appeals Application**

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

**Applicant Information:**

<b>Name:</b>
<b>Address:</b>
<b>Phone Number:</b>

**Property Owner Information: (Complete only if different from above)**

<b>Name:</b>
<b>Address:</b>
<b>Phone Number:</b>

**Location of Property in Appeal:**

<b>Property Address:</b>
<b>Reason Appeal is Requested:</b>

**Please submit all of the following information:**

1. A 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 \$75.00

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

\_\_\_\_\_  
Signature of Applicant