

INSTRUCTIONS

CONSTRUCTION BOARD OF APPEALS APPLICATION

The following items are required before your application for Appeal can be accepted and set for a hearing:

- * Completed application for Appeal
- * Denied building permit/stop work order
- * Complete and detailed directions to the property (drawn & written)
- * Subdivision plat map enlarged to show detail such as lot size and adjoining lots OR
- * Township section map if property is not located in a subdivision
- * Location of septic, well and any existing structures (provide copy of septic permit)
- * Pictures, documentation and other information you wish the Board of Appeals consider.

PROPERTY LINES AND PROPOSED CONSTRUCTION MUST BE STAKED OUT AND IDENTIFIED BY STAKES SPRAYED WITH BRIGHT PAINT

GENERAL INFORMATION

Meetings are held on the first Monday of each month at 7:30 p.m. in the Commissioners Chambers of the Ogemaw County Building, unless otherwise specified.

Your appeal must be listed on the meeting agenda in order to have the matter heard at the meeting. The deadline for accepting applications is 12:00 p.m. two Mondays before the scheduled meeting.

No refunds will be given on Applications for Appeal unless the withdrawal is received by the Building and Zoning Department **IN WRITING** no less than 10 business days before the scheduled meeting.