

**IPMC BOARD OF APPEALS
APPLICATION FOR APPEAL**

City of Warren
One City Square,
Warren, Michigan 48093

PROPERTY INFORMATION

Address: _____ Parcel No.: _____

Property Owner Name: _____
(LAST) (FIRST) (MIDDLE INITIAL)

APPLICANT INFORMATION

Applicant Name: _____

Title and Company: _____

Phone (work): _____ (cell): _____

INSPECTION INFORMATION

Date of Inspection/Violation (attach inspection report or warning letter): _____

Is this appeal timely filed? (filed within **20 days of inspection report/warning letter**) YES NO

List contested violations: _____

APPEAL

State basis for appeal (see instructions): _____

By signing this Application, I am verifying the information provided is, to the best of my knowledge, accurate and I am the property owner, the property owner's agent, or have some other authority to submit this appeal application.

Applicant's Signature: _____ Date: _____

APPEAL INSTRUCTIONS

APPLICATION AND BASIS FOR APPEAL

- An application to appeal a violation listed on the inspection report/warning letter, a stop work order, or an emergency measure is to the IPMC Board of Appeals.
- The application must state a basis for the appeal. The basis of the appeal must be that the “true intent of this Code or the rules legally adopted pursuant to this Code have been incorrectly interpreted; the provisions of this Code do not fully apply; or the requirement of this Code are adequately satisfied by other means.” Warren Code of Ordinances § 28-2(q). See also, International Property Maintenance Code § 111.1.
- Incomplete or illegible applications will not be processed.
- Applications must be submitted in person by the person appealing the inspection report/warning letter.
- Attach a \$200 nonrefundable application fee to your appeal.
- If necessary, attach additional pages and supporting documentation to this application. Keep a copy of all documents that you submit. The Board will not consider any documentation at the hearing not submitted with the application.

TIME

- Applications must be submitted within 20 days of the inspection report/warning letter.
- If you fail to submit a timely appeal, you waive any right to appeal the violation to the Board of Appeals.

HEARING

- The City will provide you with a date of hearing when the Board will review the appeal. This date will be within 20 days of filing the appeal.
- You will be given an opportunity to be heard at the hearing.
- A copy of the International Property Maintenance Code and Hearing Rules of Procedure are available for review at the Clerk's Office.
- You have the burden of proof at the hearing.