

Property Standards Board

This section office use only			
Application #		Receipt #	
Cash <input type="checkbox"/>		CC <input type="checkbox"/>	Phone order <input type="checkbox"/>
Check #		Balance due	
Permit type			

Date	
● All application fees are non-refundable ● All credit card transactions include a 2% convenience fee ● Application must be completed in its entirety prior to submittal	

Property Address			
Applicant			Phone
Lot		Block	Addition
Owner name if different from applicant			Phone
Mailing address for notification of pending appeal/interpretation/grievance:			
Name			
Address			
Owner is giving (print name) _____ authority to represent him/her at the hearing.			
Owner's printed name		Owner's signature	
Applicant is requesting (check one):	<input type="checkbox"/> Appeal	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Grievance
Article		Section No	
Describe request			

Applicant hereby appeals this case to the Property Standards Board for review and a decision. I do hereby certify that the above statements are true and correct.

Date _____ Applicant's signature _____

On this _____ day of _____, 20_____, before me _____, the undersigned notary public, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed it.

WITNESS my hand and official seal:

Notary Public

Additional checklist information is on reverse side of application

**Items to Include with your Application of Request for a Hearing
Property Standards Board**

The Property Standards Board meetings are held as needed the fourth Thursday of each month at 6:30 p.m. in the Council Chambers, City Hall, 1945 E. Jackson Road.

The request is to be in the Building Inspection Department no later than the fourth Wednesday of the month prior to the date of the meeting.

A fee for presenting a request to the Board is \$200.00 and is paid at the time the request is submitted for placement on the agenda. **ALL APPLICATION FEES ARE NON-REFUNDABLE.** All credit card transactions include a 2% Convenience Fee.

The approval of this Board is not a permit. The permit is issued after the meeting if it is approved by the Board and must be on the job site before construction begins.

Please include in your application a letter describing the nature of the request.

Thank you for your cooperation.