



Timothy Wood
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Application for Appeals to the Construction Board of Appeals

Applications for the Construction Board of Appeals are to be submitted as follows:

1. Complete application and sign.
2. Prepare letter of intent, enumerating the reasons for requesting the appeal. This letter should be complete with problems demonstrated should the appeal be denied.
3. All plans, code sections, and any other pertinent information must be submitted.
4. Payment of fee to accompany application as follows:
 - Single-family residential (first item).....\$150.00
 - Multi-family residential and non-residential (first item)\$250.00
 - Each additional item on same application.....\$ 50.00
5. Seven (7) complete packets are to be provided to the Building Department, including the original signed application.

The Shelby Township Construction Board of Appeals meets only when an appeal has been requested, and takes place at the pleasure of the Board. These meetings are usually held during the daytime, on Tuesday mornings, but may be held at other times upon approval of the Board. This process normally takes approximately two weeks.

The clerical staff will not accept incomplete applications or make copies for the party requesting the appeal.