

Property	/ Standards	Board
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Application	n #			Receipt #	:	
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Check #			Bala	ance due		
Permit typ	e					

◆ All application fees are non-refundable ◆ All credit card transactions include a 3% convenience fee ◆ Application must be completed in its entirety prior to submittal Property Address Applicant
Applicant Phone
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):
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 3% 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.