



City of Lathrup Village
 Construction Board of Appeals
 27400 Southfield Road
 Lathrup Village, MI 48076

Phone: (248) 557-2600
 Fax: (248) 557-2602

A HERITAGE OF GOOD LIVING

Office Use Only

Date Submitted: _____
 CBA Review #: _____
 Fee Paid: _____
 Hearing Date: _____

Construction Board of Appeals Application

Subject Property Address:			
Subject Property Parcel Number:			
Property Zoning:			
Current Use:			
Proposed Use:			

Applicant Information

Name:							
Address:				State:		Zip Code:	
Phone Number:			Fax:				
Email Address:							
Interest in Property:							

Property Owner Information

Name:							
Address:				State:		Zip Code:	
Phone Number:			Fax:				
Email Address:							

Appeals Information (Attach Additional Pages as Necessary)

Have there been previous appeals involving this property?		Yes		No	
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Please describe the nature of the previous appeal(s).

Please state the reason for requesting an Appeal. Reference sections of the Building Code from which relief is sought. Outline proposals that are contrary to the Building Code or Building Official decision.

Required Items

Prior to **30 Days** before next scheduled regular meeting of the Construction Board of Appeals the applicant is required to file **10 copies** of plans containing the following items with the Clerk's Office:

- Application fee (\$400)
- Plans drawn to scale showing shape, dimension, construction materials, and method of construction. Plans will clearly and accurately depict the portion of the proposed structure/facility on which the appeal is based.
- Additional information/reports (i.e. accredited testing agencies and/or authoritative agencies recognized by the International Council Code, as well as engineering practices).

Application for Appeal

The Construction Board of Appeals has the responsibility for making the decision to approve or deny your appeal. Information such as photographs, evidence that you have discussed your appeal with your neighbors, detailed plans, examples of the type of building, structure or the like will provide a better basis for review and understanding of your appeal. Failure to provide adequate specifics and details will result in a refusal by the City staff to accept your application and delay your appearance before the Construction Board of Appeals.

As there is a public hearing required as part of appeals process, properties within 300' of the property for which an appeal is being sought will be sent a notification by mail fifteen (15) days prior to the CBA meeting. A notice will also be published in the paper. Failure of the applicant/registered agent to appear before the CBA as scheduled shall be justifiable cause for dismissal of the case, without prejudice, due to lack of prosecution and with no refund of appeal fee.

Owner's Affidavit

The undersigned being duly sworn, deposes and says that the foregoing statements and answers herein contained and supporting information and data are in all respects true and correct to the best of the Owner's knowledge and belief.

Signature:		Date:	
Subscribed and sworn to before me this:		Day of	
Notary Public Name:		County of:	
With Commission to expire on:			

Applicant Signature

I/We do hereby swear that the above stated information is accurate and complete.

Name:		Date:	
Signature:			