

Leelanau County Department of Building Safety  
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### **Procedure for Construction Board of Appeals Meetings**

Any person may appeal a decision of a county inspector or that of the Leelanau County Department of Building Safety to the Leelanau County Construction Board of Appeals by completing applications to this office. Appeals must be made within 90 days of the decision.

When the appeal application, reason for appeal and appropriate fee is paid the following procedure is required for the meeting preparation:

- A date will be set for the meeting to take place.
- Each member of the board as well as the applicant will be notified as to the date and location to verify their attendance.
- The building official prepares PUBLIC NOTICE for the Leelanau Enterprise (should be submitted at least 2 weeks before meeting).
- Make copies of all documents pertaining to appeal from applicant and mail to each of the board members along with the date, time and location of meeting.
- Give copy of PUBLIC NOTICE to clerk's office and administrator's office.
- Prepare agenda for board meeting for each member & applicant.
- Make extra copies of appeal for meeting.
- Make extra copies of previous meeting minutes.
- At the appeal a written procedure is followed as attached.
- After the public hearing minutes are prepared and distributed to all members, the applicant, county clerk and county administrator.
- Scan copy of minutes approval to bldg permit file and put a hard copy of application and documents pertaining to the appeal in the bldg file.
- After the findings the applicant may appeal to the State level (Construction Board of Appeals).