

Windsor Charter Township Building and Trades Department
 ♦ 301 W. Jefferson St. ♦ Dimondale, Michigan 48821 ♦ 517.646.0040 ♦ windsortownship.com
Construction Board of Appeals Process & Application

In accordance with Public Act 230 of 1972, (“Act”) an individual may file an appeal Windsor Charter Township Construction Board of Appeals (“BOA”) if the jurisdiction refuses to grant application for building permit, or if the jurisdiction makes any other decision pursuant to or related to the act or code, or to request a specific variance from the code (See State Construction Code, Section 125.1515).

Five (5) copies of the application and supporting materials (including but not limited to the plans drawn to scale depicting a clear and accurate description of the portion of the proposed structure or facility on which the appeal is based) shall be submitted to the Building Official with a processing fee as established by the Township Board. A public hearing before the BOA shall be scheduled in accordance with the Act upon determination that the application is administratively complete. Incomplete applications shall be returned to the applicant and may delay scheduling of the appeal meeting. The BOA shall hear and render a decision with a statement of reasons for the decision not more than thirty (30) days after submission of the appeal.

Pursuant to the Act, the BOA has the ability to “grant a specific variance to a substantive requirement of the code if the literal application of the substantive requirement would result in an exceptional practical difficulty to the applicant, and if both of the following requirements are satisfied:

1. The performance of the particular item or part of the building or structure with respect to which the variance is granted shall be adequate for its intended use and shall not substantially deviate from performance required by the code of that particular item or part for the health, safety and welfare of the people of this state.
2. The specific condition justifying the variance shall be neither as general nor recurrent in nature as to make an amendment of the code with respect to the condition reasonable practical or desirable”.

The BOA does not have the authority to override, amend or delete sections of the code(s) in the process of forming a decision on a filed appeal. The Construction Board of Appeals can consider alternate or equivalent methods being proposed to meet the intent of the code(s).

JOB LOCATION (if applicable)

<i>Site address and/or Street Name</i>
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OWNER INFORMATION (unless you are the applicant too)

<i>First Name, Last Name</i>		<i>Telephone Number</i>
<i>Mailing Address</i>		<i>City</i>
<i>Cell Phone Number</i>		
<i>State</i>	<i>Zip</i>	<i>Email Address</i>

APPLICANT INFORMATION

<i>First Name, Last Name</i>		<i>Telephone Number</i>
<i>Mailing Address</i>		<i>City</i>
<i>Cell Phone Number</i>		
<i>State</i>	<i>Zip</i>	<i>Email Address</i>
<i>Builder License Number</i>		<i>Expiration Date</i>

DESIGN PROFESSIONAL INFORMATION (if applicable)

<i>First Name, Last Name</i>		<i>Telephone Number</i>
<i>Mailing Address</i>		<i>City</i>
<i>Cell Phone Number</i>		
<i>State</i>	<i>Zip</i>	<i>Email Address</i>

APPLICANT SIGNATURE

<i>Applicant Signature</i>	<i>Print Name</i>	<i>Date</i>
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REASON(S) FOR FILING APPEAL

Enforcing agency refusal to grant permit upon application Disagree with enforcing agency interpretation of the code(s) Request a specific variance from the code(s) Other (Attach additional sheets were necessary):

SPECIFIC VARIANCE FROM THE CODE (complete if applicable)

Specific Code (check all applicable): <input type="checkbox"/> Building <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input checked="" type="checkbox"/> Plumbing
Specific Code Sections related to appeal:

