



CITY OF ST. JOSEPH
 INSPECTION DEPARTMENT
 700 Broad Street
 St. Joseph, MI 49085
 Phone (269) 983-1212
 www.sjcity.com

2024 Property Maintenance Program Applications

75-Day Extension Application

..OR.. Property Maintenance Board of Appeals (PMBOA) Hearing Application

Property Address:

Name of Owner/Agent: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Code & Description of Violation Being Appealed: _____

Reason(s) for seeking appeal (attach additional pages if necessary): _____

Date of Correction Notice and Order: _____ Date by which repairs will be completed: _____

PLEASE SELECT ONE OPTION:

TO APPLY FOR A 75-DAY EXTENSION: A one-time extension may be approved by the Inspection Department for work that can be completed by December 5, 2024. In such cases, the extension fee is \$25 and no appeal will be taken. If you wish to proceed in this manner please check the box below and return with payment. A letter acknowledging the 75-day extension will be sent to you upon receipt of payment.

Your check # _____ for payment of the \$25 application fee with an extension until December 5, 2024

TO APPLY FOR A PMBOA HEARING: PMBOA hearings must be filed by the date stated on the Correction Notice and Order. Please complete this form and return it with the \$50 application fee to the Inspection Department. The Property Maintenance Board of Appeals (PMBOA) will meet to consider the appeal at the next regularly scheduled meeting (typically the 4th Thursday of the month at 5 PM at City Hall, 2nd floor, ADA accessible, see calendar on www.sjcity.com). Written notification of the appeal hearing date, time, and place will be sent at least 5 days before the PMBOA hearing.

Your check # _____ for payment of the \$50 PMBOA hearing application fee

The information on this application form is, to the best of my knowledge, true, accurate and complete.

APPLICANT SIGNATURE _____ DATE _____ TITLE _____
(owner/agent/etc.)

I grant permission for the City of St. Joseph Inspection Department staff and appointed PMBOA member to enter the above described property for the purpose of gathering information related to the PMBOA Hearing application.

APPLICANT SIGNATURE _____ DATE _____