

ADMINISTRATIVE BOARD OF APPEALS
CITY OF NOVI
Community Development Department
(248) 347-0415

Case No: _____

Fees: \$100.00 Non-refundable hearing fee
 \$1,000.00 Refundable Temporary Certificate of Occupancy Bond

Request is hereby made for permission to occupy a residential structure contrary to the established policy for the City of Novi.

Name of Builder: _____

Address: _____

_____ Zip: _____ Phone: (____) _____

Name of Buyer: _____

Address: _____

_____ Zip: _____ Phone: (____) _____

Name of Lending Institution: _____

Address: _____

_____ Zip: _____ Phone: (____) _____

Address of Structure: _____

Legal Description: _____

Has there been any previous appeal on this property? Yes _____ No _____

If yes, state case number and particulars: _____

List below a brief outline of your appeal, listing the reasons why relief is sought. List ALL outstanding items that need completion, correction or change. Outline your proposals for completion of these items.

Signature of Applicant

Printed name of Applicant

On this _____ Day of _____, 20_____, before me personally
appealed the above named person who disposeth and sayeth that he signed this
application with full knowledge of its contents and that all matters stated therein are
true.

Notary Public

My commission expires: _____

Signature of Homeowner(s)

Signature of Homeowner(s)

Printed name of Homeowner(s)

Printed name of Homeowner(s)

On this _____ Day of _____, 20_____, before me personally
appealed the above named person who disposeth and sayeth that he signed this
application with full knowledge of its contents and that all matters stated therein are
true.

Notary Public

My commission expires: _____

***** FOR USE BY BUILDING ADMINISTRATIVE BOARD OF APPEALS *****

Case Heard:(date) _____

Disposition or Action by Board: _____

ADMINISTRATIVE BOARD OF APPEALS

An Administrative Board of Appeals is required when a Temporary Certificate of Occupancy is issued and conditions exist on the final building inspection other than final grade.

The Applicant must include all outstanding items on his request for an Administrative Appeal. Both the Applicant (builder) and homeowner must sign the form acknowledging these items, with all signatures being notarized.

There is a \$100 filing fee, which is not refundable. Also, a \$1,000 TCO bond must be posted. This is refunded upon completion of work and issuance of a full Certificate of Occupancy.