



City of Muskegon Heights Inspections Department  
Request for Fee Waiver Instructions  
2724 Peck Street, Muskegon Heights, 49444  
Phone: 231-733-8860 Fax: 231-733-8867

**THE APPEALS BOARD WILL ONLY HEAR CASES FOR THE FOLLOWING REASONS:**

- Where the vacant status of a building is in dispute (FORMAL HEARING)
- A request for a one-time waiver fee when owner believes they have met requirements of the ordinance (ordinance language below)
- A request from a non-profit organization for a two year waiver. Requirements of ordinance subsection (b)(5) have to be met for grant of such waiver.

**STEPS FOR AN APPEAL**

1. Completion of the Appeal for Vacant Building Registration Fees form, within 30 days of the date on the invoice. The form must be completed and returned to **The City of Muskegon Heights Inspections Department**.
2. Staff will review Appeal Form and see if fee waiver can be issued without a formal hearing. You **MUST** provide copies of any valid documents you may have for appeal. Examples are a listing agreement with a realtor, if the property is for sale or copies of permits if house is being remodeled and reason for appeal.
3. If a formal hearing is required, the applicant will be advised of the date, time, and place of the hearing. The appellant may be present at the hearing or send some to represent them.
4. Appeals will be heard within 90 days of filing of the appeal.

**Ordinance Appeal Language**

- (4) *Appeal Rights.* The owner shall have the right to appeal the imposition of the registration fees to a committee appointed by the City Manager, upon filling an application in writing with the applicable \$50 non-refundable filing fee to the City Manager's office no later than (15) calendar days after the date of the billing statement. On appeal, the owner shall bear the burden of providing satisfactory objective proof of occupancy.
- (5) *One time waiver of registration fee.* A one-time waiver of the registration fee may be granted by the City Manager, or a designee, upon application of the owner if the owner:
  - (i) Demonstrates with satisfactory proof that he/she is in the process of demolition, rehabilitation, or other substantial repair of the vacant building; and
  - (ii) Objectively demonstrates the anticipated length of time for the demolition, rehabilitation, or other substantial repair of the vacant building; or
  - (iii) Provides satisfactory proof that he/she was actively attempting to sell or lease the property during the vacancy period.
- (6) *Two-year waiver.* Upon application by the owner and satisfaction of subsection (b)(5) above, the City Manager, or a designee, may grant a two (2) year waiver of the registration fee if the owner meets the criteria for non-profit organizations as defined by Section 501(c)(3) of the International Revenue Code.

**Any Questions regarding this process should contact the Inspections Department at 231-733-8860.**



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**Please review instructions on second page of form.**

Date Building became vacant \_\_\_\_\_

Invoice Date \_\_\_\_\_ Invoice Amount \_\_\_\_\_

Address of Vacant Building \_\_\_\_\_

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

I am requesting a Fee Waiver\_\_\_ (NO FEE if applied within 30 days of invoice date)

I am requesting a Fee Waiver\_\_\_ (\$25 Fee enclosed if applied within 31-60 days of invoice date)

I am requesting a Fee Waiver\_\_\_ (\$35 Fee enclosed if applied within 61-90 days of invoice date)

**\*Check reason below and further explain**

I am requesting a formal hearing\_\_\_ (**\$50 fee required**) **Explain Below**

**Reason for Request**

- Actively Marketing—(Attach supporting documents as required) 1 year waiver requested
- Actively Rehabbing—(Attach supporting documents as required) 1 year waiver requested
- Non-Profit—(Attach supporting documents as required) 2 year waiver requested

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