



## REQUEST FOR ADMINISTRATIVE APPEAL

Michigan City Board of Public Works & Safety  
100 E. Michigan Boulevard  
Michigan City, Indiana 46360  
Attn: Izabelle Galvin-Ellis, Clerk of Board of Public  
Works & Safety

*This request form to be used to request an administrative appeal of a matter specifically identified in City's local ordinance vesting jurisdiction for hearing such appeal with the Board of Public Works & Safety. If space is insufficient, please attach additional sheets.*

**INSTRUCTIONS TO APPLICANT:** The applicant must deliver a completed Request of Administrative Appeal to the Clerk for the Board of Public Works & Safety.

The Clerk will refer your Request for Administrative Appeal to the Board of Public Works & Safety ("Board") to conduct an administrative hearing. Unless otherwise directed by the Clerk of the Board, you must appear at the next regularly scheduled meeting of the Board to present your appeal to the Board. If you are unable to appear or fail to appear at this meeting, the Board may table your request to a future meeting or proceed in your absence. The Board meets as follows: 1<sup>st</sup> Monday of each month at 8:30 a.m. (C.S.T) and 3<sup>rd</sup> Monday of each month at 4:00 p.m., unless said date occurs on a holiday. In the event of a holiday, the Board meets the next day. The meeting occurs in the lower level of City Hall, which is located at 100 E. Michigan Boulevard, Michigan City, Indiana in the Common Council Chambers.

### **NAME OF PERSON REQUESTING APPEAL:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### **BUSINESS INFORMATION, IF RELEVANT TO APPEAL**

Business Legal Name: \_\_\_\_\_ DBA: \_\_\_\_\_  
Permanent Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

### **I AM APPEALING A NOTICE/ORDER ISSUED BY CITY REGARDING THE FOLLOWING:**

- ☐ Animal- Dangerous Animal/Dog Determination (Sec. 14-136, MC Municipal Code)
- ☐ Arborist License -Denial of the Issuance (Sec. 102-46, MC Municipal Code)
- ☐ Condemnation Building Order from Planning Dept (Sec. 22-336 et seq., MC Municipal Code)
- ☐ Disabled Persons Parking Permit – Denial of the Issuance (Sec. 86-175, MC Municipal Code)
- ☐ Fire Marshall Determination Regarding Building (Sec. 54-5; Sec. 22-311, MC Municipal Code)
- ☐ Graffiti Orders (Sec. 46-198, MC Municipal Code)
- ☐ Hotels/Motels-Orders issued by Fire Marshall & Planning (Sec. 22-515, MC Municipal Code)
- ☐ Local Hiring Ordinance (Sec. 66-158, MC Municipal Code)
- ☐ Short Term Rentals-Revocation of License (Sec. 26-327, MC Municipal Code)
- ☐ Tree Board-Review of Order/Ruling of MC Tree Board (Sec. 102-47, MC Municipal Code)
- ☐ Unsafe Building Act – Demolition Building Order or Order to Repair Building Issued by Planning Dept (Sec. 22-1, MC Municipal Code)
- ☐ Weed/Grass- Order issued by Vector Control Dept (Sec. 102-1, MC Municipal Code)

**DATE YOU RECEIVED THE NOTICE/ORDER:** \_\_\_\_\_

**REASON(S) SEEKING APPEAL:** \_\_\_\_\_

**RELIEF REQUESTED:** \_\_\_\_\_

**ATTACH A COPY OF THE NOTICE/ORDER TO THIS APPEAL:** ☐ Yes ☐ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*This completed form must be returned to the following:

Izabelle Galvin-Ellis  
Mayor's Office  
100 E. Michigan Blvd  
Michigan City, Indiana 46360  
(219) 873-1400 (ext. 2001)  
[izabelle@emichigancity.com](mailto:izabelle@emichigancity.com)