

PENINSULA TOWNSHIP

Sally A. Murray, MAAO- Township Assessor

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ASSESSING POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS

1. General inquiries, and requests for public inspection and copying of public records related to the assessing department may be made verbally and/or in writing. Response times shall not exceed 5 business days.
2. Said requests may be directed to the township official and/or authorized individual responsible for said records.
3. Any requests made pursuant to Michigan's Freedom of Information Act shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
4. If verbal request is made, the responding township official and/or authorized individual may prepare a checklist of items/records requested to be copied and/or inspected. Said listing may be presented to the requesting party on the date set forth for inspection/copying.
5. The responding township official and/or authorized individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding township official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges as established by the Township Board.
8. If the request is for inspection of public record, the responding township official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request. Said response shall indicate the date, time and place when said public inspection of the requested public records shall take place.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding township official and/or authorized individual. The place designated for the requested inspection shall be the Peninsula Township Offices.
10. The responding township official and/or authorized individual shall allow such inspection between the hours of 7:30am-6:30 pm Mondays and 7:30am-5:00 pm Tuesdays through Thursdays, excepting government holidays or unless mutually agreed to by the responding township official and/or authorized individual and the requesting party.
11. Property owners are encouraged to contact the assessor's office directly with any questions and/or concerns that they may have with respect to the annual assessment change notice. Early communication may answer questions and/or resolve disputes, potentially eliminating the need to present an appeal before the March Board of Review.
12. Assessing information can be found online at www.peninsulatownship.com

Dated: 11-1-2022

Approved by the Peninsula Township Board on

12/15/22
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