



**City of Merriam, Kansas
Community Development Department**

**Application Guidelines
to the Board of
Structure Appeals**

The City of Merriam's Board of Structure Appeals has jurisdiction to decide appeals concerning a requirement, decision or any other determination made by community development director, or his designee(s), in the enforcement of the City of Merriam's building codes or ordinance related to construction.

APPLICATION

An application for an Appeal is included with these instructions. The Applicant Information and Property Information sections must be filled-in completely. The complete correct legal description of the property must be provided. If the legal description requires more space than provided on the form, it may be provided on a separate sheet attached to the application. The application must be signed by the owner(s) of the property, or a properly executed document that authorizes action on behalf of the owner(s) must be filed with the application.

APPEAL PROCEDURE

Appeals may be taken to the Board of Structure Appeals by any person aggrieved by a decision of the community development director, or his designee(s), in the enforcement of the building codes or ordinance related to construction. Such an appeal shall be submitted in writing within ten (10) days after the decision is rendered.

FEES

Fees are charged per the approved Schedule of Fees. The current fee is \$100. The application will be accepted for processing by the Community Development Department only after the fee has been paid.

SCHEDULE

The process of considering an application for an Appeal can take up to two (2) months. The Board of Structure Appeals meets only when it has business to conduct.

HEARINGS

The Board of Structure Appeals shall fix a time and place for the hearings of appeals.

APPEALS

Any person or persons jointly or severally aggrieved by the decision of the Board of Structure appeals may petition for judicial review in the manner provided for by Kansas state law.

ADDITIONAL INFORMATION

Additional information is contained in the Merriam Code. A copy of the Merriam Code may be reviewed at the City Clerk's office. If you have questions or wish to file an application for an appeal, contact:

The City of Merriam
Community Development Department
9001 W. 62nd St.
Merriam, Kansas 66202
Phone(913)322-5520 Fax (913)322-5505



City of Merriam, Kansas
Community Development Department

**Board of Structural
Appeals Application**

OWNER INFORMATION			
Name			
Street Address			
City/State/Zip			
Business Phone		Home Phone	
Email Address			
PROPERTY INFORMATION			
Street Address of Property:			
APPEAL INFORMATION			
Code Section Appealed from:			
Request:			
Reason for Request:			

Signature of Property Owner _____ Date _____

FOR OFFICE USE ONLY	
Application Number#:	BSA Fee \$100 <input type="checkbox"/>