

City of Raymore
Building Appeals Board
Instruction Sheet for Application of Appeal

All City of Raymore Construction Code appeals, with the attached forms completed, must be submitted to the Clerk of the Board or Building Inspections Division within ten (10) days of the date of the ruling or order. Separate applications must be submitted for each item appealed; each appeal shall be considered separately. Forms that are improperly completed will be deemed incomplete and returned to the appellant. Appeals to the Board must be based on a claim that the true intent of the code or the rules governing construction has been incorrectly interpreted, the provisions of the code do not apply, or an equal or better form of construction is proposed and the basis for each such claim must be explained in detail in the appeals forms.

Complete the attached forms as follows:

1. Complete the Appellant, Property Owner and Property Location information.
2. An Appeals Hearing is due no later than ten (10) days from the date of the ruling or order

Appeals Hearing: Hearing format where the Appellant and the Property Owner presents the appeals request to the Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people who present information will be testifying under oath during the proceedings. The Appeals Board may have legal counsel present and a stenographer at the Hearing. ***Any decision by the Board in this format can uphold, modify or reverse the ruling or order, requirement, decision or determination made by the Building Official.***

3. Select reason for appeal. The City of Raymore Municipal Code contains justifications for appeal of the Raymore Building Code. These provisions are:

- a) The true intent of the Code was incorrectly interpreted;
- b) The provisions of the code do not apply;
- c) An equivalent form of construction is to be used.

4. Select the appropriate ICC Code(s) or the appropriate Section(s) of the Missouri State Statute or Regulations for which the appeal is requested. Attach a copy section(s) for which relief is being requested. Check the appropriate ICC Code(s) and/ or State Statute or Regulation providing the code section number (s) on the space provided.

5. Provide supporting documentation and/or the relief requested from the Raymore City Code. Use separate sheet if necessary.

6. Property Owner completes Letter of Authorization with Notary signature and seal if unable to attend the hearing.

7. Complete Certification Page with Notary signature and seal.

8. If an Appeals Hearing attach the witness registration page.

9. Provide eight (8) copies of all documentation provided.

**City of Raymore
Building Appeals Board**

Application of Appeal

Appellant:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Relationship to Property Owner: _____
(for appeals hearings, list witnesses on witness registration page)

Property Owner:

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Project Location:

Address: _____

City, State, Zip: _____

Office Use Only

Date Submitted:	_____	
Received By:	_____	_____
Permit Number:	_____	Clerk of the Board Signature
Meeting/Hearing Date Set:		

Letter of Authorization

I, _____, have reviewed the proposed appeal
(Property Owner)
regarding my property located at _____ in
(Property Address)
Raymore, Missouri, and authorize _____ to
(Representative's Name)
Represent me at the Building Code Board of Appeals meeting/ hearing regarding
this appeal.

If you have any questions, please feel free to contact me at _____
(Phone)

(Owner's Signature)

(Date)

SWORN AND SUBSCRIBED before me

This _____ day of _____, 20____

Notary Public

My Commission Expires: _____

Certificate Page

I, _____ herby attest the attached information is true for the property located at _____ in Raymore, Missouri.

_____ Signature of Appellant

_____ Print Name and Title

SWORN AND SUBSCRIBED before me

This _____ day of _____, 20 _____

Notary Public

My Commission Expires: _____

I hereby authorize the City of Raymore Board of Appeals and other Officials to view and inspect the property, which is the subject of this Application at any time during the pendency of said Application, and the construction related thereto.

_____ Signature of Appellant

_____ Signature of Property Owner

WITNESS REGISTRATION PAGE

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Attorney Other _____

Use multiple sheets if required