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**BOARD OF HOUSING APPEALS APPLICATION FORM**  
Form #CDI164 (rev. 2/19)

\$25.00 APPLICATION FEE

1. Name of Appellant or Applicant \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_
2. Address of Property Complaint is for \_\_\_\_\_  
 Owner \_\_\_\_\_ Parcel # \_\_\_\_\_  
 Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Zoning Classification \_\_\_\_\_  
 Date of *Order to Repair/Order to Cut Grass* \_\_\_\_\_
3. Summary of Relief Being Requested \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. On a separate 8 1/2 x 11 sheet of paper please state why you are requesting an appeal and any alternative solutions you may suggest to resolve the inspector's *Order to Repair*. Please be specific.

**PLEASE SEE ATTACHED PAGES FOR ADDITIONAL INSTRUCTIONS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Board of Housing Appeals (BOHA)

## Appeal Process

Board of Housing Appeals application requests are heard and decided by the Board of Housing Appeals. A five-member board appointed by the Mayor and confirmed by the City Council is comprised of private citizens who live in the City of Kenosha. All questions regarding the application should be directed to City of Kenosha Department of Community Development & Inspections Staff in Room 100.

### Powers of the Board:

The Board may:

1. Reverse or affirm wholly or in part, or may modify any order, requirement, decision, or determination appealed from and shall make such other order, or provide such other relief as in the opinion of said Board ought to be made in the matter and to that end shall have the power of the Code Official
2. Interpret the provisions of this Code in such a way as to carry out its intent and purpose
3. Vary or modify any order requiring structural changes to be made to the structure, where such action will not adversely affect the public health, safety or welfare

The Appeal must:

1. be made in writing on a BOHA Appeals form (Form#CDI164) obtained from CDI, Room 100, 625 52<sup>nd</sup> Street, Kenosha, Wisconsin
2. be made within twenty (20) days of the service of the Order to Repair; or, within forty-eight hours of the Notice to Cut Grass, Remove Debris, etc.
3. be accompanied by payment to the City of Kenosha in the amount of \$25.00

Once an Appeal Form and payment has been received, the appeal will be placed on a future BOHA Meeting Agenda (see attached schedule).

The applicant may:

1. bring supporting documents and/or evidence to the meeting, including but not limited to photos, correspondence, and any other documentation that will help explain the reason for the appeal
2. bring witnesses/supporters to speak on his or her behalf

What to expect prior to and during the meeting:

One-and-one-half to two weeks prior to the meeting:	A letter will be sent to the applicant informing him or her regarding the date and time of the meeting.
One week prior to the meeting:	A packet containing the Agenda and back-up information will be mailed to each board member and the applicant.
During the meeting:	<ol style="list-style-type: none"><li>1. After the agenda item is read, the meeting is opened to a public hearing</li><li>2. The applicant presents his or her case, explaining to the Board the reason(s) for his or her appeal. Supporting documents that the applicant has brought will be presented at this time.</li><li>3. The Chairman of the Board will ask if there is anyone else present to speak. The applicant's witness(es), as well as anyone else who has an interest in the case, may come forward to speak at this time.</li><li>4. After everyone who wishes to be heard has spoken, the Public Hearing is closed.</li><li>5. City staff will present information which supports the City's recommendation.</li><li>6. The Board members will hold a discussion regarding the evidence, asking questions of the applicant and staff if necessary.</li><li>7. A motion will be made and the Board will vote to approve, modify, or deny the applicant's request.</li></ol>