

Township: Keep original and provide copies of both sides of each sheet, along with Public Summary, to requestor at no charge.

Charter Township of Elmwood
10090 E. Lincoln Rd.
Traverse City, MI 49684
231-946-0921

FOIA Appeal Form—To Appeal an Excess Fee
Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq.*

Request No.: _____ **Date Received:** _____ **Check if received via:** ___ Email;
___ Fax; ___ Other Electronic Method

Date of This Notice: _____ **Date delivered to junk/spam folder:** _____
Date discovered in junk/spam folder: _____

(Please Print or Type)

Name	Phone	
Firm/Organization	Fax	
Street	Email	
City	State	Zip

Request for: ___ Copy; ___ Certified copy; ___ Record inspection; ___ Subscription to record issued on regular basis

Delivery Method: ___ Will pick up; ___ Will make own copies onsite; ___ Mail to address above; ___ Email to address above; ___ Deliver on digital media provided by the Health Department

Record(s) You Requested: *(Listed here or see attached copy of original request)*

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:

Requestor's Signature: _____ **Date:** _____

Township Response:

The Township must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

Township Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _____ (month, day, year). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: _____

If you have any questions regarding this extension, contact: **Connie Preston 231-946-0921**

Township Determination: ____ Fee Waived; ____ Fee Reduced; ____ Fee Upheld

Written basis for Township determination: _____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the Township's written Procedures and Guidelines to the Township Board or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the Township. If a civil action is commenced in court, the Township is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Township required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount.

Signature of FOIA Coordinator: _____

Date: _____

(Created by Michigan Townships Association, April 2015)