

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

Village of Bellaire, Antrim County
 202 N. Bridge Street
 Bellaire, Michigan 49615
 Phone: (231) 533-8213

**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 Village

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:** _____

Village Response:

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

Village 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: _____

Village Determination: ___ Fee Waived; ___ Fee Reduced; ___ Fee Upheld

Written basis for Village 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 Village's written Procedures and Guidelines to the Village Council 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 Village Council. If a civil action is commenced in court, the Village is not obligated to complete processing the request until the court resolves the fee dispute. If the court determines that the Village required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (See back of this form for additional information on your rights.)

Signature of FOIA Coordinator: _____

Date: _____

(Created by Michigan Townships Association, April 2015)