



Fire Code Board of Appeals Letter of Appeal

Whenever the code official disapproves an application or refuses to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the code official to the Board of Appeals within 30 days from the date of the decision appealed. (Code of the City of Lawrence, Chapter 8, Section 207)

The Fire Code Board of Appeals will meet within 10 days after notice of appeal has been received. The date, time, and place for hearing of the appeal shall be sent to each appellant by the secretary of the Board by certified mail, e-mail, or personal service.

The letter of appeal must be delivered to the administrative offices of the Lawrence-Douglas County Fire Medical Department, Attention of the Fire Marshal, at 1911 Stewart Avenue, Lawrence, KS, 66046.

Please draft a letter that contains the following information:

- All persons (appellants) participating in the appeal;
- The building address or legal description of the property involved in the appeal;
- Describe the legal interest of each appellant in the involved property described above;
- A detailed description of the order or action protested;
- What remedy is being sought by the appellant(s);
- Conclude the letter with the statement below and include the signature(s) of the appellant(s).
- "I, the undersigned, under penalty of perjury, do hereby swear the above statements are true and accurate to the best of my knowledge."