

## **Charter Township of Kalamazoo Assessing Department Accessibility Policy**

### **Pursuant to PA 660 of 2018**

- The Township Assessing Department Business Hours are Monday – Thursday, 8:00am – 5:00pm, Fridays 8:00am – 2:00pm, with the exception of observed holidays.
- Inquiries for assessing information may be submitted directly to the Township Assessor, David Becker, by email at [Assessor@KTwp.org](mailto:Assessor@KTwp.org) or by phone (269) 381-8083. Inquiries for information will receive a response within 7 business days.
- An in-person meeting with the Township Assessor may be arranged by calling (269) 381-8083 or by emailing [Assessor@KTwp.org](mailto:Assessor@KTwp.org).
- Requests for inspection or production of records maintained by the Township Assessing Department may be made by calling (269) 381-8083 or by emailing [Assessor@KTwp.org](mailto:Assessor@KTwp.org).
- A Freedom of Information Act (FOIA) may be required for some information.



1720 Riverview Drive  
Kalamazoo, MI 49004-1056  
Tele: (269) 381-8080  
Fax: (269) 381-3550  
www.ktwp.org

**AGENDA ITEM REQUEST FORM**

**AGENDA ITEM NO:** \_\_\_\_\_

FOR MEETING DATE: Next

SUBJECT: Assessor's Office Accessibility Policy pursuant to PA 660 of 2018

REQUESTING DEPARTMENT: Assessing Dept.

SUGGESTED MOTION:

Financing Cost: None N/A

Source: General Fund \_\_\_\_\_ Grant \_\_\_\_\_ Other \_\_\_\_\_

Are these funds currently budgeted? Yes \_\_\_\_\_ No \_\_\_\_\_

Other comments or notes:

Submitted by: [Signature]

Manager's Recommendation:

Direction: In order for an item to be included in the agenda this form must be completed and signed by the department head, committee chairperson, etc. requesting board action. This form is to be complete and accompany any and all requests submitted to the Kalamazoo Township Board of Trustees for official action. It indicates that the item has received proper administrative consideration prior to its presentation to the Board. The completed form and supporting documentation must be received in the Manager's office NO LATER THAN NOON THE THURSDAY PRECEDING THE NEXT REGULAR BOARD MEETING. Any request presented without this form or after the deadline will be considered incomplete and returned for resubmission.

The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn and play.