

## **RESOLUTION# 2025-04-21-01**

# **BURTCHVILLE TOWNSHIP ASSESSING OFFICE POLICY & PROCEDURES FOR TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE & PUBLIC INPSECTION AND COPYING OF ASSESSING RECORDS**

**BURTCHVILLE TOWNSHIP ASSESSING OFFICE**

**4000 Burtch Rd  
Lakeport, MI 48059**

### ***TAXPAYER ACCESSIBILITY TO ASSESSOR'S OFFICE***

The Burtchville Township Assessing Office is open for business Tuesdays 9:00am-4:00pm.

The Burtchville Township Assessor may be contacted during normal business hours or by appointment for an in-person meeting at the Burtchville Township office.

The Burtchville Township Assessing Office can be reached by mail or the following methods for taxpayer inquiries and/or discussion:

- Assessor Shelly Baumeister – phone # 810-385-5577 ext 106 – email [sbaumeister@hotmail.com](mailto:sbaumeister@hotmail.com)  
Estimated response time for any direct inquiry with the Assessor will not exceed 7 business days.

Record Cards requested from the Assessor's Office can be obtained by email, USPS, or taxpayer may arrange personal pick up at the Burtchville Township office.

If a taxpayer wishes to have an informal meeting to discuss any assessment questions prior to the March Board of Review Meetings, they may do so by contacting the Assessor (Shelly Baumeister) by email ([sbaumeister@hotmail.com](mailto:sbaumeister@hotmail.com)) or phone call (810)385-5577 ext 106. Either an in-person meeting or telephonic meeting can be arranged, depending on the severity of the issue at hand and the individual taxpayer's request.

### ***PUBLIC INPSECTION AND COPYING OF ASSESSING RECORDS***

Burtchville Township Assessing information is available 24/7 through GIS at [www.burtchville.org](http://www.burtchville.org) or through the Burtchville Township Office during normal business hours.

Requests for public inspection and copying of assessing records may be made by telephone, email, or USPS.

For properties other than the taxpayer's properties, said requests may be directed to the FOIA coordinator, Township Clerk, responsible for said assessing records.

Any request made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.