

LYON TOWNSHIP
7851 W. Higgins Lake Dr.
Roscommon, MI 48653
Phone (989) 821-9694 - Fax (989) 821-5118
www.lyontownship.org

VIOLATION PROCESS

NOTE – At all levels, a record of the contents of all corrective contact will be made in that Licensee's file in BS&A. All offenses must be considered if or when an applicant reapplies for a renewal of their license.

LEVEL 1 – FILE NOTED

Minor rule violations, inconveniences to neighbors – results in verbal contact from Lyon Township.

LEVEL 2 – IMPROVEMENT PLAN REQUIRED

Repeat of same Level 1 offense in same year, written warning from Lyon Township encouraging compliance to maintain license – to avoid Revocation STR licensee must submit a written improvement plan within 14 days.

Also, any failure to comply with Health & Safety provisions of Ordinance #65

LEVEL 3 – IN PERSON WRITTEN IMPROVEMENT PLAN MEETING

3rd Level 1 violation or 2nd Level 2 violation– Mandatory meeting in person to discuss offenses with Lyon Township and develop written improvement plan.

LEVEL 4 – REVOCATION

4th repeat of any minor offense in same year – 4 minor violations in same year - Failure to implement improvement plan / effect changes within 14 days of in-person meeting - failure to comply with Health & Safety provisions of Ordinance #65 that are an immediate threat to renters Health and Safety.

Revocation appeal process must first take place. Notice of Revocation, allowance of 14-day period to appeal. Evidence needs to be presented to Lyon Township Board and they make decision to revoke the license. Written notice of final determination by the board to be sent.