

ST IGNACE TOWNSHIP
Assessment Records Access Policy

**ASSESSOR CONTACT INFORMATION & POLICY REGARDING
ACCESS TO ASSESSMENT RECORDS**

Assessors: Katie VanEenenaam-Carpenter, MAAO R-9121

Home Office Phone Number: 906-484-2833

E-Mail: stignacetownshipassessor@gmail.com

Mailing Address: St. Ignace Township Assessor
1119 S. Park Avenue
Cedarville, MI 49719

Response Time: The assessor will respond to requests for information within 7 business days.

Office Hours: The assessor is in and out of the office on a regular basis but does not hold specific office hours. Appointments can be scheduled for a specific time to meet in person.

Questions/Disputes: Throughout the year and upon receipt of the annual Notice of Assessment, Taxable Valuation, and Property Classification, taxpayers with questions or concerns are encouraged to contact the assessor. The assessor will make reasonable efforts to hear taxpayer concerns, gather additional information if needed, take appropriate action in response, and convey the outcome to the taxpayer.

Inspection/Copy Requests: Requests to inspect and/or copy assessment records will be accepted and responded to in accordance with the St. Ignace Township Public Inspection of Records Policy.

Records Location: Assessing records are officially retained at the home office of the Assessor and at St. Ignace Township Hall located at N4298 Gorman Rd St. Ignace, MI 49781.

Motion to accept Policy offered by Allen; supported by Tina.
Unanimous vote to approve.

Adopted at the Regular Meeting on 3/20/24

Signature: 
St. Ignace Township Clerk