

## CITY OF BAY CITY

ORDINANCE NO. 567

### AN ORDINANCE ESTABLISHING RULES REGARDING FACSIMILE TRANSMISSIONS AND ESTABLISHING FILING DEADLINES

The City of Bay City ordains as follows:

Section 1.0. The City of Bay City hereby establishes the close of the business day as 5:00 o'clock p.m. Monday through Friday, except holidays.

Section 2.0. For purposes of filing appeals or meeting any deadline established by City ordinance, by state law, or by policy, said document must be received by 5:00 o'clock p.m. on the deadline day. Any documents received or transmitted to the City after 5:00 o'clock p.m. shall be deemed to have been filed the next succeeding business day.

Section 3.0. Facsimile transmissions will be accepted by the City for all deadlines except, any document requiring a fee, so long as the original document is received by the City not later than the close of the third business day after the receipt of the facsimile transmission.

Section 4.0. E-mail transmissions will not be accepted by the City for any deadline or any filing.

Section 5.0. Land use appeals must be submitted to the City in original form and with original signatures by the close of the deadline day. Facsimile transmissions and e-mail transmissions for land use appeals shall not be accepted by the City.

Section 6.0. For any action requiring filing fees, no document will be accepted for filing without the required filing fee being paid simultaneous with the filing.

Section 7.0. This ordinance applies to all ordinances, resolutions and policies of the City which have a deadline in them as well as any state statute which applies to or is administered by the City.

Section 8.0. This ordinance shall become effective thirty days after adoption.

PASSED AND ADOPTED by the City Council this 2nd day  
of June, 1998 and APPROVED by the Mayor on this 2nd  
day of June, 1998.

/s/ James A. Cole, Jr., Mayor  
James A. Cole, Jr., Mayor

ATTEST:

/s/ Linda M. Dvorak  
Linda Dvorak, City Recorder

Ayes: 5

Nays: 0

Abstentions: 0

First Reading: 6-2-98

Second Reading: 6-2-98