



# SPARTA TOWNSHIP

160 E. Division St, Sparta MI 49345  
(616) 887-8863 Fax (616) 887-3823  
[www.spartatownship.org](http://www.spartatownship.org)

## **Public Inspection of Assessment Administration Records**

In accordance with Township Board Policy, all assessment administration records subject to the Freedom of Information Act and not exempt by law are available for public inspection and duplication, where possible, during regular business hours. As of December 12, 2024, those days and times are:

Day	Open	Close
Monday*	8:00 a.m.	5:00 p.m.
Tuesday	8:00 a.m.	5:00 p.m.
Wednesday*	8:00 a.m.	5:00 p.m.
Thursday	8:00 a.m.	5:00 p.m.

\*Denotes customary office hours of the assessor available for meeting with taxpayers or other concerned people.

The assessor maybe contacted by voice at 616-887-8863 or by email at [assessor@spartatownship.org](mailto:assessor@spartatownship.org). Every attempt will be made to respond to inquiries within 3 business days by the assessor or an office assistant.

Formal requests under the Freedom of Information Act shall be in writing to the Township Clerk.

Fees will be imposed for duplication and clerical expense in accordance with the Township Fee Policy or as allowed by the Freedom of Information Act.

Clifford A. Turner, Assessor

Adopted by the Sparta Township Board on December 12, 2024.