

SALEM TOWNSHIP  
3003 142ND AVE.  
P.O. BOX 49  
BURNIPS, MI 49314

Phone: (616) 896-9857  
Fax: (616) 896-7247



[www.salemtownship.org](http://www.salemtownship.org)

**SUPERVISOR:** Jim Pitsch  
**CLERK:** Betty Brower  
**TREASURER:** Ashley Brower  
**ASSESSOR:** Heather Mitchell  
**TRUSTEE:** Dan Striegle  
**TRUSTEE:** Don Sebright  
**FIRE CHIEF:** Dan Kipen

## Assessor's Office Accessibility Policy

In order to ensure reasonable accessibility, Salem Township is required to establish a policy regarding the way the Assessor can be contacted and the expected timeline regarding a response.

The Assessor is available for taxpayer correspondence via the following means:

- Office Hours on Thursdays from 2 pm – 5 pm
  - 3003 142<sup>nd</sup> Ave. Burnips, MI 49314
  - [assessor@salemtownship.org](mailto:assessor@salemtownship.org)
  - 616-896-9857
- Home Office Phone: 269-978-8274
- Email: [hmittell0301@gmail.com](mailto:hmittell0301@gmail.com)
- USPS address: Heather Mitchell  
PO Box 49  
Burnips, MI 49314

Once contacted, it is the expectation that the Assessor return the contact as soon as possible – not to exceed seven (7) business days. Should the taxpayer need or request an in-person meeting, it is also expected that the Assessor arrange to accommodate said request within a reasonable timeframe.

Requests to inspect or acquire records can also be directed to the previously listed avenues or record cards are available at the following web address and are free to the owner of record:

- Record cards available at: [www.allegancounty.org](http://www.allegancounty.org)

At any point during the year – leading up to the March Board of Review (MBOR) particularly – taxpayers are encouraged to reach out to the Assessor for informational purposes or to discuss, and perhaps resolve, any disputes prior to the MBOR appeal hearings.