Solon Township Assessing Department
Accessibility of the Assessor's Office Policy
Pursuant to PA 660 of 2018

As required under MCL 211.10g, this policy addresses the availability of the Solon Township Assessing Department and informational material regarding sections (c)(i thru v) of the Act.

(i) Designation

Solon Township – Assessing Department
Hours: Wednesday 9:00 AM to 4:00 PM*
Assessor's Phone: 616-696-1718 ext. 305
Assessor's Email Address: assessor@solontwp.org
                                              Dorothy Willoughby, MCAO**

*Hours are typical office hours and are subject to change due to vacation, illness, fieldwork, meetings, training, etc.

**Current Assessor and email address as of January 2025, subject to change.

(ii) Response to Inquiries

All efforts will be made to acknowledge an inquiry within 1 business day. It is the Assessor's objective to complete requests within 3 business days but could be up to 7 business days as allowed by state law if made by voicemail or email.

(iii) Request for an In-Person Meeting

An individual may request an in-person meeting with the assessor by contacting the Assessor by phone or email or by stopping in during normal office hours.
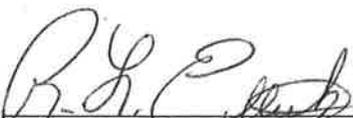
(iv) Request for Inspection or Record Production

An inspection request can be initiated by contacting the Assessor at any of the above-mentioned contact points. Record requests will be handled by the Assessor within 7 business days, which includes FOIA requests. Assessment information is available on the Township's website at www.solontwp.org on the Assessing Department's page. Information available online includes, but is not limited to, parcel information, land value studies, and Economic Condition Factors (ECF) studies.

(v) Informal Dispute Prior to the March Board of Review Meeting

Prior to March Board of Review meetings, the Assessor is available to individuals to address any dispute or concern regarding proposed assessments. The review period will run until the first Monday in March

Approved by: _____   Date: 3/4/2026
                    Township Supervisor