

INSTRUCTION SHEET FOR APPEAL APPLICATION BUILDING CODE BOARD OF APPEALS

All Building and Uniform Construction Code appeals for Upper Dublin Township must be submitted to the Code Enforcement Department with the attached forms completed. Forms improperly completed will be returned to the Applicant. Please consult the Code Enforcement Department for the code(s) and version(s) that are applicable to your appeal.

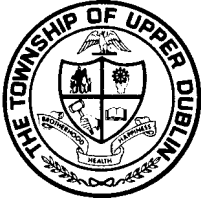
Complete the attached forms as follows:

1. Complete the Applicant, Property Owner and Property Location Information
2. Select format of appeal:
 - a) **Documentary:** An appeal pursuant to 34 Pa. Code § 403.122(d) where the Board of Appeals decides an appeal or request based on the application and documents submitted to the Board. This format does not provide for oral testimony by the Applicant or the Applicant's witnesses. A meeting will be scheduled during which the Board of Appeals will deliberate as necessary and render a decision.
Fee: \$150.00
 - b) **Hearing:** An appeal pursuant to 34 Pa. Code § 403.122(c) where the Board of Appeals decides an appeal or request based on the application, other documents submitted to the Board, and testimony from witnesses and/or counsel for the Applicant and other interested parties. All people who present information will be testifying under oath during the proceedings. The Board of Appeals may have legal counsel present and a stenographer will be present at the Hearing.
Fee: \$500.00
3. Identify the appropriate Township Code, ICC Code, or other applicable regulation from which the appeal is requested. Attach a copy of the code section for which relief is requested.
4. Select basis for appeal. The Pennsylvania Construction Code Act contains justifications for appeals. These provisions for appeal are:
 - a) The true intent of the Act or Code was incorrectly interpreted.
 - b) The provisions of the Act do not apply.
 - c) An equivalent form of construction is to be used.
 - d) Request for variance.
 - e) Request for extension of time.

Provide a written description of the Property, the proposed improvements to the Property and the Relief Requested.

5. Identify and attach supporting documentation. Provide seven (7) copies of all documentation provided.
6. Identify attorney, architect and/or engineer who may represent the Applicant in the appeal.
7. Complete Certification Page with Notary signature and seal.

The application fee is due at time of application.
Checks shall be made payable to Upper Dublin Township.



APPEAL APPLICATION
BUILDING CODE BOARD OF APPEALS

Applicant:

Name: _____

Company: _____

Address: _____

City, State Zip: _____

Phone: _____

Email: _____

Relationship to Property Owner: _____

Property Owner:

Name: _____

Company: _____

Address: _____

City, State Zip: _____

Phone: _____

Email: _____

Property Identification:

Street Address: _____

Parcel Number: _____

Appeal Method:

- Documentary pursuant to 34 Pa. Code § 403.122(d)
- Hearing pursuant to 34 Pa. Code § 403.122(e)
(if known at time of application, identify witnesses on witness registration page)

-----Office Use Only-----

Date Submitted	_____	Control Number	_____
Fee	_____	Permit Number	_____
Received By	_____		

If this is an appeal from a decision of the Code Official seeking relief from the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

If this is a request for a variance from the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

If this is a request for an extension of time under the Act, Regulations and/or Code, for compliance with the terms of the Act, Regulations and/or Code or from enforcement of the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

Basis for Appeal:

- The true intent of the Act or Code was incorrectly interpreted.
- The provisions of the Act or Code do not apply.
- An equivalent form of construction is to be used.
- Request for variance (modification).
- Request for extension of time.

Description of Existing Improvements on the Property:

Description of Proposed Improvements on the Property:

Description of Relief Requested: *(use separate sheet if necessary)*

Identification of attached supporting documentation:

- Plot Plan.
- Building Plan.
- Permits.
- Photographs.
- Written Brief or Argument

The following attorney/architect/engineer shall represent the Applicant in this appeal:

Name: _____

Address: _____

Telephone Number _____ Fax Number _____

Signature of Applicant

Name:
Title:

CERTIFICATION PAGE

I, _____, hereby attest the attached information is true and accurate for the property located at _____ in Upper Dublin Township.

Signature of Applicant

Print Name and Title

SWORN AND SUBSCRIBED before me

this ____ day of _____, 20____

Notary Public

My Commission Expires

I hereby authorize the Upper Dublin Township Board of Commissioners, Upper Dublin Building Code Board of Appeals and other Township Officials to view and inspect the property which is the subject of this Application at any time during the pendency of said Application and the construction related thereto.

Signature of Applicant

Print Name and Title

WAIVER

I/We hereby waive the provisions that the hearing before the Building Code Board of Appeals be held within sixty (60) days of the filing of the application as required in Title 34 of the Pennsylvania Uniform Construction Code.

Date

Signature of Applicant

Print Name and Title

WAIVER

I/We hereby waive the provisions that the Upper Dublin Township Building Code Board of Appeals or the Building Code Official, shall render a written decision, or when no decision is called for, makes written findings on the application within forty-five (45) days after the last hearing before the Board, as required by the Pennsylvania Uniform Construction Code.

Date

Signature of Applicant

Print Name and Title

WITNESS REGISTRATION PAGE

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (check one):

- Architect Engineer Contractor Lawyer Other _____

Use multiple sheets if required