

INSTRUCTION SHEET FOR APPLICATION OF APPEAL

UNIFORM CONSTRUCTION CODE APPEALS BOARD

All Pennsylvania Uniform Construction Code appeals for Sadsbury Township, Crawford County must be submitted to the Township Secretary with the Attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult Middle Department Inspection Agency (MDIA) or John Prosek for the code(s) and version(s) that are applicable to appeal.

Complete the attached forms as follows:

1. Complete the Petitioner, Property Owner and Property Location information.
2. Choose Appeals Meeting or Appeals Hearing:
 - a) **Appeals Meeting:** Meeting format where the Appeals Board reviews the Appeal Application. It is recommended that the Applicant and Property Owner attend the meeting as questions may be asked of the applicants for clarification purposes. The decision rendered by the Appeals Board is based on the information presented in the Application. This format does not provide for testimony of witnesses regarding the appeal.
Fee: \$500
 - b) **Appeals Hearing:** Formal hearing where the Petitioner and owner present the appeals request to the Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people who present information will be testifying under oath during the proceedings. The Appeals Board may have legal counsel present and a stenographer at the Hearing.
Fee: \$500
3. Select the appropriate ICC Code for which the appeal is requested. Attach a copy of the code section for which relief is being requested. Check the appropriate ICC Code and provide the code section number on the space provided.
4. Select reason for appeal. The Pennsylvania Uniform Construction Code Act contains justifications for appeal of the Pennsylvania Uniform Construction Code. These provisions for appeal are:
 - a) The true intent of the Act or Uniform Construction Code was incorrectly interpreted.
 - b) The provisions of the Act do not apply
 - c) An equivalent form of construction is to be used
5. Provide supporting documentation and/or the relief requested from the Pennsylvania Uniform Construction Code. Use a separate sheet if necessary.
6. Provide signatures on Certification Page.
7. Provide (5) copies of all documentation which is larger than 8½" x 11".

Payment for Meeting or Hearing is due at time of application. Checks shall be made payable to Sadsbury Township.

UNIFORM CONSTRUCTION CODE APPEALS BOARD

Petitioner:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Relationship to Property owner: _____
(for appeal hearings, list witnesses on witness registration page)

Property Owner:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Property Location:

Address: _____

City, State, Zip: _____

Appeal Method: (check one)

_____ Appeals Meeting

_____ Appeals Hearing

*****Office Use Only*****

Date Submitted: _____ Fee \$500.00 Received By: _____

Permit #: _____ Date of Hearing: _____

Certification Page

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

_____ Signature of Applicant

_____ Print Name and Title

I hereby authorize the UCC Appeals Board appointed on behalf of the Sadsbury Township Board of Supervisors, of Sadsbury Township, Crawford County and other Sadsbury 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

_____ Signature of Property Owner

WITNESS REGISTRATION PAGE

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (circle one):

Architect Engineer Contractor Lawyer Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (circle one):

Architect Engineer Contractor Lawyer Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (circle one):

Architect Engineer Contractor Lawyer Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (circle one):

Architect Engineer Contractor Lawyer Other: _____