

<p>COMPLETED BY TOWNSHIP</p> <p>APPEAL NO. _____ DATE FILED _____ TIME FILED _____</p> <p>ACCEPTED BY: _____</p>
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**UNIFORM CONSTRUCTION CODE APPEALS BOARD**

HILLTOWN TOWNSHIP  
 13 W. CREAMERY ROAD  
 P.O. BOX 260  
 HILLTOWN, PA 18927  
 215-453-6000

**SEVEN (7) COPIES OF THIS APPLICATION AND ALL**  
**SUPPORTING DOCUMENTATION MUST BE**  
**SUBMITTED**

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION. PLEASE ATTACH ALL REQUESTED DOCUMENTATION. FAILURE TO COMPLETE ALL SECTIONS OR ATTACH ALL REQUESTED DOCUMENTATION MAY RESULT IN A DENIAL OF YOUR APPLICATION. YOUR INITIALS BELOW INDICATE THAT YOU HAVE A COMPLETE UNDERSTANDING OF THE SAME. THE TOWNSHIP WILL NOT ACCEPT APPLICATIONS UNLESS INITIALED BELOW.

\_\_\_\_\_ *Initials*

1. Date: \_\_\_\_\_
  
2. Classification of Appeal (Check one or more if applicable)
  - \_\_\_\_\_ A. Appeal a determination of the Building Code Official.
  - \_\_\_\_\_ B. A variance from the requirements of the Pa. UCC or International Codes.
  - \_\_\_\_\_ C. An extension of time.
  - \_\_\_\_\_ E. Other (Please specify)
  
3. Applicant:
  - (a) Name: \_\_\_\_\_
  - (b) Mailing Address: \_\_\_\_\_
  - (c) Telephone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_
  - (d) State whether owner of legal title, owner of equitable title, or tenant with the permission of legal title:  
\_\_\_\_\_

4. Applicant's representative (lawyer, architect, engineer, etc.) and discipline, if any:

(a) Name: \_\_\_\_\_ Discipline: \_\_\_\_\_

(b) Mailing Address: \_\_\_\_\_

(c) Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

(d) Email Address: \_\_\_\_\_

5. Property:

(a) ICC Use Group Classification: \_\_\_\_\_

(b) Tax Parcel Number: \_\_\_\_\_

(c) Location (with reference to nearby intersections or prominent features):

\_\_\_\_\_

\_\_\_\_\_

6. Present Use and Proposed Use, if different:

Present Use: \_\_\_\_\_

\_\_\_\_\_

Proposed Use: \_\_\_\_\_

\_\_\_\_\_

7. State all legal grounds for appeal and specific code, edition and cite specific sections of the building code, or other statutes, ordinances or regulations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Action desired by appellant:

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9. Has any previous appeal been filed concerning this property?

Yes\_\_\_\_\_ No\_\_\_\_\_

If yes, please specify and provide prior appeal number: \_\_\_\_\_

I (We) hereby certify that the above information is true and correct to the best of my (our) knowledge, information or belief.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Notes:

- (1) Accompanying documentation should be attached to all submitted applications; plan sets should be no larger than 18"x24" nor smaller than 1/8" scale . For commercial properties, plans must be prepared by a Registered Architect or Professional Engineer. For residential applications, the Board will accept any plans which are complete and accurate, provided that if not prepared by a professional engineer or surveyor, the person who prepared the plan must be prepared to state under oath at the formal hearing that the plan is complete and accurate. The plan or plans must contain all information relevant to the Appeal, including but not limited to the following: the property related to a street, the dimensions and area of the lot, the dimensions and location of existing buildings or improvements, the dimensions and locations of proposed uses, buildings or improvements.
- (2) The required filing fee must accompany this Appeal and is not returnable once the Appeal is accepted. Please contact the Township Office for the present filing fee schedule and the required fee. No application will be accepted without the required fee.
- (3) Submit copy of deed with application.