

**UCC APPEALS BOARD
APPLICATION
INSTRUCTIONS**

TINICUM TOWNSHIP
CODE ENFORCEMENT DEPARTMENT
163 MUNICIPAL ROAD
PIPERSVILLE, PA 18947
610-294-8076
FAX: 610-294-9889
WWW.TINICUMBUCKS.ORG



**INSTRUCTION SHEET FOR APPEAL APPLICATION
UNIFORM CONSTRUCTION CODE APPEALS BOARD**

A Uniform Construction Code appeal pursuant to 34 Pa. Code § 403.122(e) is where the Appeals Board decides an appeal or request for relief 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 proceeding. The Appeals Board may have legal counsel present and a stenographer will record the hearing.

Hearing Fee: \$750.00 Residential/ \$1,250 Commercial and Industrial (see current fee schedule)

Continuance Fee: \$500/hearing and \$625/hearing (second hearing and each subsequent hearing)

The application fee is due at time of application.

Checks shall be made payable to: "Tinicum Township"

Checks/Application mailed to: Tinicum Township, 163 Municipal Road, Pipersville, PA 18947.

All Uniform Construction Code appeals in Tinicum 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. Identify the appropriate Township code, ICC code, or other applicable regulation from which the appeal request for relief is made. Attach a copy of the applicable code section.
3. Select basis for appeal or request for relief. The Pennsylvania Construction Code Act and Uniform Construction Code contain provisions for appeals and requests for relief. These provisions are:
 - (a) Appeal:
 - (i) The true intent of the Act or Code was incorrectly interpreted.
 - (ii) The provisions of the Act do not apply.
 - (iii) An equivalent form of construction is to be used.
 - (b) Request for variance.
 - (c) Request for extension of time.
4. 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 who may represent the Applicant in the appeal.
7. Complete and notarize confirmation page.

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UNIFORM CONSTRUCTION CODE APPEALS BOARD APPEAL APPLICATION

Appeal #:	Documentary Fee:	
Property Address:	Hearing Fee:	+
Parcel # 44-	Total Fee Due:	

Part I: OWNER/APPLICANT INFORMATION			
Property Owner	Name		Primary Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		
	Contact Phone#	Email	
Applicant <i>(If other than owner)</i>	Name		Primary Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		
	Contact Phone#	Email	
	Relationship to Applicant		
Attorney <i>Representing the Applicant</i>	Name		Primary Contact <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address		
	Contact Phone#	FAX#	
	Email		
Signature of Applicant:			

Proceeding Method: <input type="checkbox"/> Documentary pursuant to 34 Pa. Code § 403.122(d) <input type="checkbox"/> Hearing pursuant to 34 Pa. Code § 403.122(e) (if known at time of application, identify witnesses on witness registration page)

FOR TOWNSHIP OFFICE USE ONLY:

DATE SUBMITTED:	
FEE:	
RECEIVED BY:	

Part 2: APPEAL INFORMATION

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

Basis for Appeal:

- The true intent of the Act, UCC or Township Code was incorrectly interpreted.
- The provisions of the Act, UCC or Township Code do not apply.
- An equivalent form of construction is to be used.

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

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
- An equivalent form of construction is to be used.

Part 3: CERTIFICATION PAGE

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

Signature of Applicant

Print Name and Title

SWORN AND SUBSCRIBED before me this _____ day of _____, 20____ .

Notary

My Commission Expires: _____

I hereby authorize the Tincum Township Uniform Construction Code Appeals Board and 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

Part 4: WAIVER

I/We hereby voluntarily waive the provisions of the Construction Code Act and Uniform Construction Code that the proceeding before the Uniform Construction Code Appeals Board be held within sixty (60) days [thirty (30) days for one- and two-family dwellings] of the filing of the application. I understand that this waiver may be revoked by written notice to the Board in which case all required time periods will begin to run from the date of filing the notice of revocation.

Date: _____

Signature of Applicant

Print Name and Title

SWORN AND SUBSCRIBED before me this _____ day of _____, 20____ .

WAIVER

I/We hereby voluntarily waive the provisions of the Construction Code Act and Uniform Construction Code that the Uniform Construction Code Appeals Board shall render a written decision, or when no decision is called for, make written findings on the application within forty-five (45) days [five (5) days for one- and two-family dwellings] after the last hearing before the Board. I understand that this waiver may be revoked by written notice to the Board in which case all required time periods will begin to run from the date of filing the notice of revocation.

Date: _____

Signature of Applicant

Print Name and Title

Part 5: WITNESS

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (check one)

Architect Engineer Contractor Attorney Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (check one)

Architect Engineer Contractor Attorney Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (check one)

Architect Engineer Contractor Attorney Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (check one)

Architect Engineer Contractor Attorney Other: _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Applicant (check one)

Architect Engineer Contractor Attorney Other: _____