

**LOWER SOUTHAMPTON TOWNSHIP
INSTRUCTION SHEET FOR APPLICATION OF APPEAL
UNIFORM CONSTRUCTION CODE APPEALS BOARD**

All Pennsylvania Uniform Construction Code appeals for Lower Southampton Township must be submitted to the Building Code Official or Fire Marshal with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult the Building Code Official or Fire Marshal 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: \$xxx for first code appeal plus \$xx for each additional code appeal.
 - b) **Appeals Hearing:** Hearing format where the Petitioner and owner presents 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 whom 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: \$xxx for first code appeal plus \$xx for each additional code appeal.
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. Complete Certification Page with Notary signature and seal.
7. Provide eight (8) copies of all documentation provided which is larger than 8-1/2" x 11".

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

**APPLICATION OF APPEAL
UNIFORM CONSTRUCTION CODE APPEALS BOARD**

Petitioner:

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Relationship to Property Owner: _____
(for appeals 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 _____

Control Number _____

Fee _____

Permit Number _____

Received By _____

ICC Code for which appeal is requested:

(list applicable code section(s) behind code and attach copy of the text of the code)

- _____ International Building Code _____
- _____ International Residential Code _____
- _____ International Existing Building Code _____
- _____ International Fire Code _____
- _____ International Mechanical Code _____
- _____ International Plumbing Code _____
- _____ International Fuel Gas Code _____
- _____ International Energy Conservation Code _____
- _____ International Urban-Wildland Interface Code _____
- _____ ICC Electrical Code _____

Reason for Appeal:

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

Supporting Documentation and/or Relief Requested:

(use separate sheet if necessary)

Please use one sheet per code appeal

CERTIFICATION PAGE

I, _____ . Hereby attest the attached information is true and accurate for the property located at _____ in _____ (Name of municipality).

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 _____ (Name of board/council and municipality), _____ (Name of municipality) UCC Appeals Board and other _____ (Township or Borough) 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_____

Use multiple sheets if required