

**APPLICATION REQUESTING A HEARING BEFORE THE UCC APPEALS BOARD**

1. Name, Address and Telephone Number of Property Owner of Record  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

2. Name, Address and Telephone Number of Applicant (if other than Property Owner) and relationship of Applicant to the property in question (i.e. equitable owner, agent of owner, lessee, etc.)  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # \_\_\_\_\_ Relationship: \_\_\_\_\_

3. I/We request a hearing before the Upper Tulpehocken Township UCC Appeals Board for an appeal of the Building Code Official's decision dated: \_\_\_\_\_ .

State the nature of the Appeal which is sought:

- \_\_\_\_\_ The true intent of the Code or the rules legally adopted thereunder have been incorrectly interpreted.
  - \_\_\_\_\_ The provisions of the Code do not fully apply.
  - \_\_\_\_\_ The requirements of this Code are satisfied by an equally good or better form of construction
  - \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. State the reasons why the Applicant believes the Appeal should be granted and indicate the specific sections of the UCC which the Applicant is seeking, either an interpretation of or, relief from:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **The following information shall also accompany this application:**

a) A map of the property in question, drawn to scale, clearly indicating the size of the property, its TAX PIN, all the property's boundary lines, and the exact location(s) on the lot of all existing and proposed buildings, fences, signs, structures, and any existing or proposed alterations to said buildings or structures.

b) The use, height and width of all proposed and existing buildings, structures and additions or alterations to buildings or structures, and the height, length, width and design of all signs.

c) A statement indicating the number of dwelling units and/or commercial or industrial establishments to be accommodated within existing and/or proposed buildings on the property in question. In the case of apartment buildings and townhouses, a breakdown of units by number of bedrooms shall be given. In the case of commercial and industrial uses and home occupations, the floor area to be devoted to each use shall be indicated.

d) The location, dimensions and design of parking and loading areas including the size and arrangement of all parking spaces and means of ingress, egress, and interior circulation, recreation areas, screens, buffer yards and landscaping, means of egress from, and ingress to the lot, routes for pedestrian and vehicular traffic, and outdoor lighting.

e) The location of all utility lines, easements, or rights-of-way, the method of water supply, sanitary sewage disposal, and stormwater management, including the location of any existing or proposed on-lot water, sewer or stormwater facilities.

f) The names, mailing addresses, telephone numbers, and tax map parcel identification numbers of all adjoining property owners.

g) The percentage of both the proposed and existing types of impervious coverage (buildings, parking lots, driveways, sidewalks, etc.) on the property in question.

h) The name, address and telephone number of any attorney who will be representing the applicant at any hearing which may be held due to this application being filed.

i) All other information as may be deemed necessary by the Building Code Officer in order for him/her to determine conformance with and provide enforcement of the UCC.

6. **VERIFICATION STATEMENT (must be completed by the applicant)**

I \_\_\_\_\_, hereby apply for a hearing before the UCC Appeals Board and by affixing my signature below do hereby certify that I have, and can demonstrate for the UCC Appeals Board, the legal authority to be a bona-fide applicant before the Board. I further verify that all of the information contained in this application, including statements, representations, and other entries, is true and correct to the best of my knowledge, information, and belief. This verification, willingly made, is subject to the penalties of 18 PA.C.S. § 4904, relating to unsworn falsification to authorities, and § 4911, relating to tampering with official records.

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Date

Signature of Applicant

The fee for any type of UCC Appeal that may come before the Upper Tulpehocken Township UCC Appeal Board, Board of Supervisors, or the Building Code Officer, is \$1,500.00. This fee is to be paid in advance along with this application. PLUS any additional administrative expenses shall be paid for by the applicant, at the conclusion of the hearing. These costs are non-refundable regardless of the outcome of said proceedings.

Please forward a check in the amount of \$1,500.00 (One thousand, five hundred dollars), made payable to UPPER TULPEHOCKEN TOWNSHIP and eight (8) additional copies of the completed application and all supporting documentation to:

Upper Tulpehocken Township  
6501 Old Route 22  
Bernville, PA 19506

**PLEASE NOTE: BE ADVISED THAT ALL OF THE REQUESTED INFORMATION MUST BE SUPPLIED BY THE APPLICANT. FURTHERMORE, ANY APPLICATIONS WHICH ARE DEEMED TO BE INCOMPLETE BY UCC APPEAL BOARD'S SOLICITOR SHALL BE REJECTED. FURTHERMORE, NO HEARINGS WILL BE SCHEDULED UNLESS AND UNTIL A COMPLETE APPLICATION HAS BEEN RECEIVED BY THE MUNICIPALITY.**