

Building Code of Appeals Application

Hawley Borough
P.O. Box 197
Hawley, PA 18428
(570) 226-9545
(570) 226-4869(Fax)
hawleyb@ptd.net

Instructions for Filing Applications

1. **A completed and signed application**, along with other items specified on the application (neatly printed or typed) must be submitted to:

Borough of Hawley Borough
Attn: Building Code Board of Appeals
P.O. Box 197
Hawley, PA 18428

Borough Office Hours: Monday – Friday [9:00am-1:00pm]
Office Phone: 570-226-9545

2. **Six (6) sets of drawings**, including floor plans must accompany each application.
3. **A filing/hearing fee of \$700.00** must accompany each application.

The fee includes the appeals board attorney's fee, the borough engineer's fee, plan review fees, a public hearing (maximum 2 hours), and the written decision. In the event that a hearing should extend past the 2 hour limit, there will be an additional cost to the applicant of \$300 per hour.

Make check or money order payable to "Borough of Hawley".

4. A hearing will be scheduled by the board no later than thirty (30) days following the submission of completed application.

Note: A single application may contain multiple petitions and / or multiple variance request; however if additional requests are needed after an application is submitted, you must submit the additional requests on a separate form along with an additional filing fee.

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Code Concerns: **Building** **Plumbing** **Fire**
 Electric **Mechanical** **Other** _____

Note: IF ADDITIONAL REQUESTS ARE NEEDED AFTER THIS PETITION IS FILED, YOU MUST SUBMIT THE ADDITIONAL REQUESTS ON A SEPARATE FORM ALONG WITH AN ADDITIONAL FILING FEE.

Site Information	Site Address: _____ Current Use(s): <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other: _____ Business _____ Name(s): _____ _____ _____
Applicant	Contact Person: _____ Company Name: _____ Address: _____ _____ Phone # : _____ Fax #: _____
Property Owner	Contact Person: _____ Company Name: _____ Address: _____ _____ Phone # : _____ Fax #: _____
<u>Petition 1</u> Time Extension Request	Code Official: _____ Date of decision: _____ Ordered Compliance date: _____ Time extension requested: _____ Please attach 8 1/2" X 11" page(s) detailing the reasons for the time extension request.

<p><u>Petition 2</u></p> <p>Appeal Of Code Official Decision</p>	<p>Code Official: _____</p> <p>Date of Decision: _____</p> <p>Please check which of the following form the basis of your appeal:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The true intent of the Pennsylvania Construction Code Act (PCCA) was incorrectly interpreted. <input type="checkbox"/> The provisions of the PCCA do not apply to this construction. <input type="checkbox"/> The true intent of the Uniform Construction Code (UCC) do not apply to this construction. <input type="checkbox"/> An equivalent form of construction was proposed for use. <p>Please attach 8 1/2" X 11" page(s) detailing the grounds for appeal including the appropriate provisions of the PCCA and/ or UCC.</p>
<p><u>Petition 3</u></p> <p>Variance(s) Request</p>	<p>You must provide ALL of the following information for EACH variance request. Please note: IF you fail to provide sufficient information, your application will be returned to you and a re-filing fee may be necessary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Specify the particular code. <input type="checkbox"/> Specify the particular code sections. <input type="checkbox"/> Specify any referenced standards. <input type="checkbox"/> Indicate what portions of the building will be affected by this variance request. <input type="checkbox"/> Detail your alternative approach including all proposed materials <input type="checkbox"/> Identify why compliance with the code is impractical. <input type="checkbox"/> Demonstrate how the variance request will continue to meet the code's intent. <input type="checkbox"/> Demonstrate how the variance request will not diminish the public's health, safety & welfare. <input type="checkbox"/> Demonstrate how the variance request will not diminish the structural integrity of the building or structure. <p>Please attach 8 1/2" X 11" page(s) detailing ALL the above.</p>

The undersigned hereby affirms that the foregoing information and attachments are true and correct to the best of said persons knowledge, information, and belief; said affirmation being made subject to the penalties prescribed by 18 Pa. C.S.A., Section 4904 (Un-sworn Falsification to authorities)

Applicants Signature (Required)

Date