

**ALBURTIS BOROUGH, MACUNGIE BOROUGH, LOWER MILFORD
AND UPPER MILFORD TOWNSHIP JOINT BUILDING BOARD OF
APPEALS**

Alburtis Borough
260 Franklin St., PO Box 435
Alburtis, PA 18011
Phone: 610-966-4777
Fax: 610-965-5517

Macungie Borough
21 Locust Street
Macungie, PA 18062
Phone: 610-966-2503
Fax: 610-966-2788

Lower Milford Township
7607 Chestnut Hill Church Rd.
Coopersburg, PA 18036
Phone: 610-967-4949
Fax: 610-967-1013

Upper Milford Township
5831 Kings Hwy. South, PO Box 210
Old Zionsville, PA 18068
Phone: 610-966-3223
Fax: 610-966-5184

**INSTRUCTION SHEET FOR APPLICATION OF APPEAL
JOINT BUILDING BOARD OF APPEALS**

All Pennsylvania Uniform Construction Code appeals must be submitted to the Building Code Official of the municipality where the property of the subject appeal is located with the attached forms completed. Forms improperly completed will be returned to the petitioner. Please consult the Building Code Official of the respective municipality for the code(s) and version(s) that are applicable to the 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 Joint 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 Joint Appeals Board is based on the information presented in the application. This format does not provide for testimony of witnesses regarding the appeal.
Fee: \$100
 - b. **Appeals Hearing:** Hearing format where the Petitioner and owner presents the appeals request to the Joint Appeals Board. This format provides for testimony from witnesses and/or counsel as deemed required by the applicant. All people who present information will be testifying under oath during the proceedings. The Joint Appeals Board may have legal counsel present and a stenographer at the Hearing.
Fee: \$500

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.

Payment for Meeting or Hearing is due at time of application. Checks shall be made payable to the municipality in which the property of the subject appeal is located.

The Joint Building Board of Appeals will schedule and hold the meeting or hearing within sixty (60) days of receipt of the completed application and payment.

Date received: _____ File Application No: _____

Permit Number(s): _____ Date: _____

Received by: _____ Fee: _____

**ALBURTIS BOROUGH, MACUNGIE BOROUGH, LOWER MILFORD
AND UPPER MILFORD TOWNSHIP JOINT BUILDING BOARD OF
APPEALS**

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:

Municipality: _____

Address: _____

City, State, Zip: _____

Appeal Method:

(check one)

Appeals Meeting

Appeals Hearing

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.
- Other: _____

Supporting Documentation and/or Relief Requested:

(use separate sheet if necessary)

CERTIFICATION PAGE

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

_____ 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 Alburdis & Macungie Borough and Lower & Upper Milford Township's Joint Appeals Board and other municipal 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 (*check one*):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (*check one*):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (*check one*):

Architect Engineer Contractor Lawyer Other _____

Witness Name: _____

Company: _____

Phone: _____

Relationship to Petitioner (*check one*):

Architect Engineer Contractor Lawyer Other _____

Use multiple sheets if required