

INSTRUCTIONS FOR APPEALS REQUEST
UPPER PINE CREEK COUNCIL OF GOVERNMENTS APPEALS BOARD

1. Complete Appeals Request Form.
2. Provide required additional information (floor plans, drawings, photos, etc.).
3. Enclose a check for the applicable fee outlined in the fee schedule made payable to Upper Pine Creek Council of Governments Appeals Board.
4. Mail the Appeals Request and all additional information to the Upper Pine Creek Council of Governments Appeals Board Chairman at the address listed below.
5. The Appeals Board will notify the Applicant and the Local Code Official of the hearing date and time.
6. The Applicant or his Agent and Local Code Official shall attend the Appeals Board hearing to provide explanation and other information as may be needed to aid the Board in the review of the Appeals Request.
7. Incomplete forms will not be processed and will be returned to the Applicant. This will delay the appeals process.

Mailing Address:

UPCCOG Appeals Board
c/o Larry Foor
120 Cooper Road
Westfield, Pa. 16950

Fee Schedule

COG Member Municipalities: Residential: \$100 for the first \$100,000 in construction plus \$10 / \$10,000 thereafter.

Non-COG Members: Residential: \$200 for the first \$100,000 in construction plus \$20 / \$10,000 thereafter.

COG Member Municipalities: Commercial: \$250 for the first \$200,000 in construction plus \$25 / \$20,000 thereafter.

Non-COG Members: Commercial: \$500 for the first \$200,000 in construction plus \$50 / \$20,000 thereafter.

Date Received By Board: _____

APPEALS REQUEST

PLEASE COMPLETE ONE FORM FOR EACH REQUEST
PLEASE PRINT LEGIBLY

Date Submitted: _____
Building Name: _____
Tenant Name: _____
Building Address: _____
Political Subdivision (Township. Boro): _____
City: _____ County: _____
Contact Person: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ FAX: _____
Appeals request from code section _____ regarding _____

Reasons for request and/or compensatory features: (additional 8 1/2" x 11" paper may be used)

Requirements for Appeals Review:

Residential and Commercial Building and Tenant Areas:

- 1 set of drawings including floor plans.
- Photos where applicable to aid in review.
- Code Officials Code Citation / Rejection