



SALISBURY TOWNSHIP
2900 SO. PIKE AVENUE
ALLENTOWN, PA 18103

Phone: (610) 797-4000
Fax: (610) 797-5516

BUILDING CODE BOARD OF APPEALS APPLICATION

GENERAL INFORMATION

- 1.) An Appeal may be filed by an aggrieved party, with the consent of the property owner, regarding the application or interpretation of the various Salisbury Township Building, Plumbing, Electrical, Mechanical and Property Maintenance Codes, as well as the local amendments attached thereto.
- 2.) The Building Code Board of Appeals meets on an as needed basis. The scheduled Building Code Board of Appeals Meeting will be held the second Wednesday of the month at 10:00 A.M. in the Salisbury Township Municipal Building.
- 3.) Submission deadline is **twenty (20) days** prior to the meeting date. These meetings are public meetings, and are advertised as such.
- 4.) No hearing will be scheduled for those applications filed, which are incomplete.
- 5.) Subsequent to the Appeal being considered by the Appeals Board, a Written Decision will be prepared by the Township Solicitor and forwarded to the applicant.
- 6.) A stenographic transcript is made of all Appeals, and copies of same will be available for purchase through the Stenographer.

REQUIREMENTS

- 1.) Pursuant to the Salisbury Township Fee Schedule, the following fees shall be paid, at time of application, to cover the costs of the filing of such an Appeal:
 - a.) \$250.00 – in the case of Appeals involving Single-Family Residences
 - b.) \$350.00 – all other Appeals

The fee charge of \$250.00 or \$350.00, as the case may be, shall be paid to the Township of Salisbury **prior** to the entry or filing of said Appeal, and is intended to cover the costs of filing, docketing, hearing, stenographic recording of, advertisement and notices in connection with the Appeal.

- c.) Ten Copies of the Following:
 - Supporting documentation for each specific Code Section, Policy or Ordinances being appealed.
 - Sketch Plans showing the proposed changes.
 - A narrative explaining why relief from Code requirements, conditions and or policies is being requested, and what alternative methods are being proposed to assure life and safety concerns.



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BUILDING CODE BOARD OF APPEALS APPLICATION

| |
|--------------------------|
| Township Use Only |
| Date Received: _____ |
| Appeal No.: BC- _____ |
| Meeting Date: _____ |
| Fee: _____ |

I, WE: _____
Appellant Name

_____ Appellant Address Telephone No.

HEREBY APPLY FOR A HEARING BEFORE THE BUILDING CODE BOARD OF APPEALS CONCERNING THE PROPERTY OR USE LOCATED AT:

_____ Site Address Tax ID #: _____

_____ Appellant Address Telephone No. _____

_____ Property Owner Telephone No. _____

_____ Property Owner Address _____

_____ Law Firm / Attorney (if applicable) Telephone No. _____

_____ Law Firm / Attorney Address Fax No. _____

I, WE certify that I, WE are the:

- Legal Owner(s) of the property in question
- Authorized Legal Agent
- Other Interested Person(s) – If so, state your name and your specific interest in this Appeal

_____ Name

_____ Explain Interest

**BUILDING CODE BOARD OF APPEALS
SIGNATURE SHEET**

Signature of Appellant

Date

Print Name of Appellant

Signature of Property Owner

Date

Print Name of Property Owner

Signature of Law Firm / Attorney

Date

Print Name of Law Firm / Attorney