



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 MUNICIPAL DRIVE, TOBYHANNA, PA. 18466
(570) 894-8490 * FAX (570) 894-8413
WWW.COOLBAUGHTWP.ORG

**UNIFORM CONSTRUCTION CODE (UCC)
APPEALS BOARD APPLICATION**

This form may be used to file an appeal, seek a variance or an extension of time. When variances are requested, as many variances as may be needed may be sought via this application. Once this application has been submitted, no changes may be made, and any additional variance request must be filed via a separate (new) application.

Please **type** or **print legibly** all requested information.

Construction Site

Building or Structure Name _____
Tenant Name _____
Street No. and Name _____
City _____ State _____ Zip Code _____
County _____

Applicant (Contact Person)

Contact Person _____
Company Name _____
Street No. and Name _____
City _____ State _____ Zip Code _____
Telephone Number _____ Fax Number _____

Application One: Appeal of Building Code Official (BCO) Decision

BCO Name _____ Date of Decision _____

Please check which of the following form the basis for your appeal:

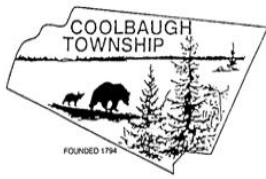
- () The true intent of the Pennsylvania Construction Code Act (PCCA) or the UCC was incorrectly interpreted.
- () The provisions of the PCCA do not apply to this construction.
- () An equivalent form of construction was proposed for use.

Please detail the grounds for appealing this decision, citing provisions of the PCCA or the UCC, or explaining how your proposed construction would be equivalent to that specified in the UCC. If additional space is required, please attach additional 8 ½" x 11" pages.

Application Two: Extension of Time Request

Compliance Date Requested for Time Extension _____

Please detail the reasons for this request. If additional space is required, please attach additional 8 ½" x 11" pages.



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Application Three: Request for Variance(s)

Please provide **all** of the following information **for each variance requested**:

(Failure to provide sufficient information will result in the return of your variance request(s) and delay the Board's consideration of your request(s).)

- Specify the particular code and the section(s) of the code, or any referenced standard mentioned in the specified section(s).
- Indicate on your plans what portions of the building will be affected by the variance request.
- Details what your alternative approach entails and any compensatory measures.
- State the reasons for the requested variance, including why the strict letter of the code is impractical, how the variance would satisfy the code's interest and why the modification would not lessen the health, life and fire safety or structural requirements in the listed code section(s).

If additional space is required, please attach additional 8 1/2" x 11" pages.

Filing Requirements

- ❖ Completed application and any additional information sheets.
- ❖ Application fee per application form (may contain multiple variance requests). Make check or money order payable to: **Coolbaugh Township**
 Residential: \$ 600.00
 Commercial: \$ 600.00
- ❖ One (1) Set of drawings, including floor plans

Mail to: Coolbaugh Township
5520 Municipal Drive
Tobyhanna, PA 18466

Direct Questions to: 570-894-8490 (extension #3)

Note: IF ADDITIONAL REQUESTS ARE NEEDED AFTER THIS APPLICATION FORM IS FILED, YOU MUST SUBMIT THESE REQUESTS ON A SEPARATE APPLICATION FORM, ALONG WITH ADDITIONAL APPLICATION FEE.

Date Received: _____ Received by: _____
 Payment Received: _____ Amount: _____
 Check # _____