

**INSTRUCTIONS FOR COMPLETING AN APPLICATION
FOR A HEARING BEFORE
THE CODE APPEALS BOARD
OF THE BOROUGH OF BERWICK**

1. Attach all documents relating to this appeal request. Include all sections of the code you are appealing. Please check to see that all questions on this application are answered completely or the application maybe rejected and returned.
2. Attach a copy of the plot plan (drawn to scale) of the property in question which shows the location and size of the lot(s), the location of improvements now present and/or proposed and any other changes proposed.

THIS PLOT PLAN SHALL INCLUDE THE FOLLOWING:

- A. Property Lines
- B. Streets and alleys
- C. **ALL** structures
- D. **ALL** dimensions, including lot length and width, lot area, building dimensions, front, rear and side setbacks, all off-street parking spaces, etc.

THIS PLOT PLAN MUST BE DRAWN TO SCALE!

IF PLANS ARE LARGER THAN 8 ½" X 11"

THEY MUST BE FOLDED TO 8 ½" X 11"

3. Attach a check payable to the Borough of Berwick in the amount of \$500.00.
4. All hearings will be heard in their assigned numerical order. Hearings are open to the public and all persons shall be heard.
5. If Leasing or Buying property; a signed agreement should be present at the hearing.

FOR OFFICIAL USE ONLY	
Date application filed:	_____
Date Fee Paid:	_____
Date Hearing Advertised:	_____
Reason for Appeal:	_____

Date of Hearing:	_____
Hearing Number:	_____

**CODE APPEALS BOARD
BOROUGH OF BERWICK
COLUMBIA COUNTY, PENNSYLVANIA**

APPLICATION FOR APPEAL

The undersigned hereby appeals the decision of the Codes Enforcement Officer to the Code Appeals Board of the Borough of Berwick as set forth below:

1. Name, Address and Telephone Number of Applicant(s):

2. Address of property in question:

3. What is your interest in the property in question? Please set forth whether you own the property, lease the property, intend to lease the property, or intend to purchase the property under an agreement of sale?

4. Set forth in detail your appeal, the section of code you are appealing and the grounds for which you feel this request should be granted.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

DATE _____

DATE _____

Applicant's Signature