



# UCC APPEALS BOARD APPLICATION

Derry Township, Dauphin County, Pennsylvania

*This block to be completed by Township*

Application no: \_\_\_\_\_ Date received: \_\_\_\_\_

Map no. \_\_\_\_\_ Parcel no. \_\_\_\_\_

## 1. APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP: _____
Phone: _____	E-mail: _____	

Interest of Applicant, if not Owner:  Agent     Lessee     Prospective buyer

Other: \_\_\_\_\_

## 2. OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: _____	State: _____	ZIP: _____
Phone: _____	E-mail: _____	

## 3. PROPERTY INFORMATION

Address: \_\_\_\_\_

Parcel No: \_\_\_\_\_

Building or Structure name: \_\_\_\_\_

Tenant name (if applicable): \_\_\_\_\_

Current use of Property: \_\_\_\_\_

Proposed use of Property: \_\_\_\_\_



**7. SIGNATURES**

I/We hereby voluntarily waive the provisions of the Construction Code Act and Uniform Construction Code that the proceeding before the UCC Appeals Board be held within sixty (60) days [thirty (30) days for one- and two-family dwellings] of the filing of the application AND that the UCC Appeals Board shall render a written decision, or when no decision is called for, make written findings on the application within forty-five (45) days [five (5) days for one- and two-family dwellings] after the last hearing before the Board. I understand that this waiver may be revoked by written notice to the Board in which case all required time periods will begin to run from the date of filing the notice of revocation.

Applicant’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Owner’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Submission requirements**

- Filing fees: (make check payable to Derry Township)
  - **\$130.00 - Ruling by UCC Appeals Board without a hearing** – An appeal pursuant to 34 Pa. Code § 403.122(d) where the Appeals Board decides an appeal or request for relief based on the application and documents submitted to the Board. This format does not provide for oral testimony by the Applicant or the Applicant's witnesses. A meeting will be scheduled during which the Appeals Board will deliberate as necessary and render a decision.
  - **\$395.00 - Hearing in front of the UCC Appeals Board and ruling** – An appeal pursuant to 34 Pa. Code § 403.122(e) where the Appeals Board decides an appeal or request for relief based on the application, other documents submitted to the Board, and testimony from witnesses and/or counsel for the Applicant and other interested parties. All people who present information will be testifying under oath during the proceeding. The Appeals Board may have legal counsel present and a stenographer will record the hearing.
- The completed and signed Application **(1 original, 5 copies)**.
- Any necessary supporting documentation, including a scaled site plan, renderings, photographs, or other exhibits of the proposed use or alteration **(6 copies)**
- Submissions shall be made to the Department of Community Development, 600 Clearwater Road, Hershey, PA