

**WHITPAIN TOWNSHIP**  
960 WENTZ ROAD  
BLUE BELL, PA 19422  
Telephone 610-277-2400 Fax 610-277-2209

**Appeal to the Whitpain Township Board of Appeals  
under the Pennsylvania Construction Code Act, Act 45 of 1999 (“Act”),  
Chapter 403, *Administration*, of the Uniform Construction Code  
Rules and Regulations (“Regulations”),  
and the Whitpain Township Building Code (“Code”)**

Date: \_\_\_\_\_

1. Name and Address of Owner or Owner’s Agent:

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2. Location of Property:

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3. Description of Existing Improvements on the Property:

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4. Description of Proposed Improvements on the Property:

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5. If this is an appeal from a decision of the building code official seeking relief from the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

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6. If this is a request for a variance from the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

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7. If this is a request for an extension of time under the Act, Regulations and/or Code, for compliance with the terms of the Act, Regulations and/or Code or from enforcement of the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Code as to which the relief is being sought:

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8. Please indicate whether the basis for the appeal is:

(a)\_\_\_ That the true intent of the Act, Regulations and/or Code has been incorrectly interpreted. Describe in detail the basis for the relief requested.

(b)\_\_\_ That the provisions of the Act, Regulations and/or Code do not fully apply. Describe in detail the basis for the relief requested.

(c)\_\_\_ An equivalent form of construction is to be used. Describe in detail the basis for the relief requested. (Attach to Application on separate sheet)

9. Attached hereto are \_\_\_\_\_ blank copies of such plot plans, building plans, permits, photographs, written briefs or arguments which are necessary to support this appeal.

10. The owner or owner agent's does/does not request a hearing. (Circle One)

11. Attached is the prescribed fee, payable to "Whitpain Township." \$\_\_\_\_\_

12. The owner or owner's agent agrees to pay the cost of a stenographic transcript of the proceedings.

Yes  No

13. The following attorney/architect/engineer shall represent the owner or owner's agent in this appeal:

Name: attorney/architect/engineer

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Address:

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Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

\_\_\_\_\_  
Signature: Owner or Owner's Agent

**AN ADDITIONAL FEE OF \$ \_\_\_\_\_ SHALL BE CHARGED FOR ANY CONTINUANCE REQUESTED BY THE APPELLANT. THIS FEE SHALL BE PAID PRIOR TO THE RESCHEDULING OF THE HEARING.**

**PLEASE READ THE INFORMATION BELOW AND CLICK THE SUBMIT  
BUTTON TO SEND YOUR FORM TO THE APPROPRIATE  
DEPARTMENT.**

**PLEASE NOTE THE FOLLOWING**

Filing Fee:               \$450.00

Commercial Applicant's are liable to the Township for any expenses in excess of the filing fee. All Applicants' are entitled to a refund, for any unexpended portion of the filing fee.

2.     There is no law which requires the Applicant to be represented by counsel in the preparation of the application, but it is the Applicant's responsibility to be familiar with all relevant portions of the Board of Appeals Ordinance and to be prepared to demonstrate the provisions under which he is proceeding and the legal basis for this requested relief. Therefore, it is recommended that Applicant consult counsel prior to filing of an application to determine any need for counsel to represent Applicant. If counsel is retained, name, address, and phone number should be on the application.
  
3.     The regular monthly Board of Appeals meeting is the third Wednesday of each month. Every effort will be made to schedule hearings on the next hearing night following the filing deadline of the application as required above and after legal advertising, but if this is not possible, the hearing may have to be scheduled at an alternate date and time.
  
4.     The deadline for filing an application to be heard the following month is the third Wednesday of each month.
  
5.     Code Enforcement Officer's Hours:               Monday thru Friday, 1:00 p.m. to 2:00 p.m. or by appointment.
  
6.     Code Enforcement Officer - Michael E. McAndrew

## INSTRUCTIONS TO BOARD OF APPEALS APPLICATION

- Name of applicant, phone number where you can be contacted, and address.
- If you are not the owner of the property, state your interest in the property, such as equitable owner, tenant, etc.
- Address of property, total area of property in acres or square feet, frontage and depth measurements, zoning classification, and the existing improvement on property, (such as shed, swimming pools, detached garages, etc.
- Tell the Board of Appeals why it is necessary for you to apply to the Board.
- If this is an appeal from a decision of the building code official seeking relief from the terms of the Act, Regulations and/or Code, State the specific sections of the Act, Regulations and/or Codes as to which the relief is being sought.
- If this is a request for a variance from the terms of the Act, Regulations and/or Code, state the specific sections of the Act, Regulations and/or Codes as to which the relief is being sought.
- Please make sure that all Applicants sign their name as it appears in the application. If John and Jane Doe apply then John Doe and Jane Doe must each sign the application. Also, indicate the title of the signer(s), owner, agents for owner, president, attorney.
- Please provide your original application and accompanying documents as well as fifteen (15) copies of only your accompanying documents and two photos of your property. If you do not provide these copies, they will be made for you and we will charge for copies and labor.