



# TOWNSHIP OF BETHLEHEM

## COMMUNITY DEVELOPMENT DEPARTMENT

MUNICIPAL BUILDING  
4225 Easton Avenue  
Bethlehem, Pennsylvania 18020-1496

Phone: 610.814.6400  
www.bethlehemtownship.org

### APPLICATION FOR HEARING

#### BOARD OF APPEALS

#### UNIFORM CONSTRUCTION CODE (UCC) & PROPERTY MAINTENANCE CODE

*Office Use Only – Date of Complete Application:* \_\_\_\_\_

All information and materials requested herein are required, unless otherwise specified. Submissions missing required information or materials are considered incomplete and will not be formally accepted until deemed complete. The Township reserves the right to refuse incomplete applications and, further, is not responsible for maintenance of incomplete submissions.

#### PROPERTY INFORMATION

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

Bethlehem, PA 18020     Easton, PA 18045

Parcel Identification Number(s) (PIN): \_\_\_\_\_

Prior appeal action on property:  No  Yes

\_\_\_\_\_  
\_\_\_\_\_  
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#### APPLICANT INFORMATION

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

Point of Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Name (if different from applicant): \_\_\_\_\_

Point of Contact: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**APPLICATION INFORMATION**

**Code Type:**

- Residential
- Commercial
- Fire
- Property Maintenance

**Appeal Type:**

- Code Violation
- Code Interpretation
- Alternative Construction Proposed

**Applicable Code Section(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relief Requested:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Basis/Reason for Appeal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Opinion Requested by Board of Appeals (choose all that apply):**

- The true intent of the act or Uniform Construction Code was incorrectly interpreted.
- The provisions of the act do not apply.
- An equivalent form of construction is to be used.

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I/We hereby certify that as applicants, owners, contractors, agents or others that I/we completed and read the foregoing Application and that the information and statements in this application and other representations contained in all accompanying plans are made a part of this application and are true and correct to the best of our knowledge and belief.  
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Applicant Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Printed Name (if different from applicant): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Owner signature or proof of authorization to file on owner's behalf shall be provided.*

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# CHECKLIST

## BOARD OF APPEALS

### Submittal Checklist – Fee

\$1,000 application fee

### Submittal Checklist – Seven (7) Copies Each

Application

Supplemental materials (supporting evidence and/or documentation)

Formal denial by code official (if applicable)

Violation notice by code official (if applicable)

Prior opinion by Board of Appeals (if applicable)

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

Digital copies of materials are suggested

### Applicant Information

- The applicant is responsible for ensuring all materials, documentation and information required by the Township – as applicable – are supplied with the submission.
- Upon receipt of required fee, completed application and supporting materials, a Board of Appeals Hearing will be scheduled. Township staff will notify of the date and time of this hearing.