

**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.

<b>FOR OFFICIAL USE ONLY</b>	
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):

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2. Address of property in question:

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**I hereby request a hearing before the Borough of Berwick Code Appeal Board and certify that facts set forth in the above application are true. I understand if this application is not complete and the information requested is not provided, this application maybe rejected by the Code Enforcement Officer and/or the Code Appeals Board as an incomplete application and any action on this matter maybe delayed.**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**Applicant's Signature**