

**PORT CARBON BOROUGH
CODE ENFORCEMENT APPEAL FORM**

Name of Applicant: _____

Applicant Address: _____

Phone Number: _____

Email: _____

Address of Violation: _____

Please clearly state your bases for appeal. A copy of the notice of violation(s) and all correspondences between the property owner and the Borough **MUST** be attached to this application.

Briefly state the reason for your appeal:

Signature: _____

Print Name: _____

PLEASE NOTE:

- ▶ The appeal application must be filed with the Borough Secretary within twenty (20) days of the date of the enforcement action.
- ▶ In accordance with the fee set by Resolution of the Borough Council, a non-refundable fee of \$500.00 made out to the "Borough of Port Carbon" by check or money order.
- ▶ You will be informed in writing of the date and time of your code appeal hearing if approved. The applicant or representative designated in writing must appear in person before the Code Appeals Board or the appeal will be dismissed.
- ▶ Notice of the appeal and hearing will be published in a newspaper of general circulation prior to the hearing in accordance with commonwealth law.