



BOROUGH OF SUGARCREEK

Zoning Department
212 Fox Street
Franklin, PA 16323
P – 814-437-9453 F – 814-437-1014
www.sugarcreekborough.us

Property Maintenance Code Appeal Application

Request for an Appeal to the Property Maintenance Code of the Borough of Sugar Creek, shall be filed with the Property Maintenance Code Board through the Office of the Zoning Officer.

Hearings are scheduled prior to regular monthly meetings held on the first Wednesday of each month. Advertising requirements are two weeks and one week prior to date of hearing. If application is received and the advertising requirements cannot be met prior to the next scheduled monthly meeting the hearing will be held prior to the following months meeting.

The request for appeal shall include the following:

- The criteria used to base the request of a hearing pursuant to Section 111.1 of the Property Maintenance Code.
- An \$800.00 fee shall accompany the application, prior to the scheduling of a hearing and may be subject to increases based on actual Borough expenditures.

The Property Maintenance Code can be viewed or downloaded from the Borough website: www.sugarcreekborough.us and select “Ordinances” from the menu, then select “2012 Property Maintenance Ordinance”.

Borough of Sugarcreek Pennsylvania, County of Venango
 Villages of Galloway, Reno, Rocky Grove, Sugarcreek and Wyattville
SUGARCREEK BOROUGH
 212 Fox Street, Franklin, PA 16323
 Phone: 814 – 437 - 9453 Fax: 814 – 437 – 1014

FOR OFFICE USE ONLY		
Application #:	Application Date:	Bldg Permit #:
Application Received:	Fee Received:	Receipt #:
Advertising Dates:	Property Posted Date:	Notices Mailed Date:
Hearing Date:	Decision Date:	Decisions Mailed Date:

PROPERTY MAINTENANCE CODE APPLICATION

Address Subject to the Appeal:
Property Owner:
Mailing Address:
Phone:

Date of Initial Enforcement Action:
Code Section(s) Being Appealed:
Basis for Appeal (Attach Additional Narrative As Needed)

I hereby certify that the information provided on this application is true and correct.

Applicant's Signature: _____ **Date:** _____

Name: _____ **Address:** _____

(Being the person making the above application on behalf and with the full authority of the owner.)

PLEASE NOTE:

- * A non-refundable fee of \$800.00 must be paid to "Borough of Sugarcreek" before an appeal application will be accepted and processed.
- * Appeals must be filed within twenty (20) days of the date of the enforcement action.
- * A copy of the enforcement action notification from the Code Enforcement Officer must be submitted with this application.
- * You will be informed in writing of the date and time of your appeal hearing. The applicant or representative designated in writing must appear in person before the 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.