

City of Clarksburg Code Appeals Board

Filing Fee - \$200.00

Paid _____

Application

Name: _____

Address: _____
(Mailing address where information regarding this appeal is to be sent)

Phone Number(s): _____

Property Location: _____

The owner(s) of the above-captioned property hereby appeal the determination of the Code Official in accordance with the 2012 ICC IPMC, Section 111 thereof, entitled “*Means of Appeal.*” Section 111.1 - **Application for appeal** states that any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Code Appeals Board, provided that a **written application for appeal is filed within 20 days after the day the decision, notice or order was served.** An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

The following sets forth the applicant(s)’ objections to said determination:

Signature Date

The Two Hundred Dollar (\$200.00) filing fee, payable upon filing of application for appeal, is required for processing, advertising and mailing costs. Meetings of the Clarksburg Code Appeals Board are held every other month (beginning January), as needed.

****OFFICE USE ONLY****

Date of Decision/Notice/Order: _____

Date of Public Hearing: _____

Clarksburg Code Appeals Board *Information Sheet*

The following information will be required of each applicant making application to the Clarksburg Code Appeals Board. Please initial the list below next to each item indicating such information will be submitted.

The Board will not consider an appeal unless the required information is provided by the applicant. Return this list with the information requested to the Clarksburg Code Office **at least ten (10) days in advance of the date of the public hearing.** **Please note that incorrect or insufficient information may jeopardize the appeal.**

- **** _____ Drawing of the proposed construction or alterations indicating materials and methods to be used. Plans must be drawn to scale with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed. Where the use of alternate materials and/or methods are proposed, specific information must be provided to establish the quality and reliability of such materials and/or methods.
- **** _____ A site plan showing to scale the size and location of all new construction and all existing structures on the site and distances from lot lines of all structures.
- **** _____ A general description of the work to be performed and the proposed use of the building or structure to be erected or altered.
- **** _____ In the case of an appeal from a demolition order, in addition to the applicable data listed above, information will be required regarding the value of the property and the cost of necessary repairs. Such information must be supported by appraisals and professional estimates provided by a licensed contractor or other equivalent data.
- **** _____ Photographs of the building or property for which modification is sought.

I, _____, acknowledge the receipt of the Application and Information Sheet regarding an application for appeal to the Clarksburg Code Appeals Board.

Signature

****Indicates required information. A complete application must be provided in order for the application to be submitted to the Code Appeals Board for review. Failure to provide the required complete application may result in a forfeiture of your appeal.**

For questions or assistance, please contact the
Clarksburg Code Enforcement Office at 304-624-1633