

York County UCC Board of Appeals

Quick Reference to Process

(To be filled out by YCPC Staff)

APPLICANT: _____

Municipality: _____

YCPC # _____

Variance
Written Decision

Appeal (Circle one)
Hearing (Circle one)

- Applicant completes Application Form in accordance with the Instructions for Completing Application for Review.
- Applicant submits Application Form, along with other required documents listed in the Instructions, and the required fee(s) to Municipal BCO (_____).
- Municipal BCO completes and signs the Certification by Building Code Official and submits the Application Form, applicable documents, and fee(s) to the YCPC.. The postmark date or the date of personal service starts the clock. It is imperative that the BCO submits the complete Application Form, applicable documents, and fee(s) in a timely manner in order to allow for the maximum amount of time allowed to conduct the business of the BOA.
- YCPC Staff reviews the application for completeness. Completeness date: _____
- YCPC forwards Application Form, along with other required documents listed in the Instructions, to UCC BOA members.
- At the same time, a letter is sent to the Applicant and municipal BCO confirming receipt of application, date, time, and location of meeting or hearing.
- 1 week after forwarding Application Materials to the Board, the YCPC contacts each attending Board member to ask if any additional information and/or materials are needed. (For written decision only)
- If response to above is yes, YCPC requests additional information from Applicant/Representative.
- If NO HEARING IS REQUESTED, within 60 days of receipt of the Application Form and applicable documents at the YCPC, the UCC BOA will render a decision in writing. The BOA may hold more than one meeting on an Application.
- If a HEARING IS REQUESTED, within 60 days of receipt of the Application at the YCPC, a hearing will be held. A hearing may be held over several dates.
- Once a decision is rendered through the meeting or hearing process, a certified copy of the written decision will be forwarded to the applicant with a copy to the municipal BCO.
- It is the responsibility of the BCO to provide a copy of the decision to the municipality.