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## **Property Maintenance Appeals Information**

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The Turtle Creek Valley Council of Governments shall hear and rule on appeals, decisions, notices or order issued pursuant of the Property Maintenance Codes of its participating member municipalities. Any person directly affected by a decision of the code official, notice or order issued under the code may appeal the code official's decision. All requests for appeals of a code official's decision shall be filed no later than twenty (20) days after the determination. The postmark date or the date of personal service shall establish the filing date of the appeal.

### Process for Appeals:

- Complete and submit a Turtle Creek Valley Council of Government's Property Maintenance Appeals Application
- A copy of the original official notice must be attached to the appeal application
- The Property Maintenance Appeals Board shall only consider the following factors when deciding an appeal:
  - The true intent of the code or the rules legally adopted thereunder have been incorrectly interpreted.
  - The provisions of the code do not fully apply.
  - The requirements of the code are adequately satisfied by other means.
- All applications for appeals shall include a non-refundable certified check or money order in the amount of \$500 made payable to the Turtle Creek Valley Council of Governments
- Applications shall be submitted in person or by mail to:

Turtle Creek Valley Council of Governments  
ATTN: Property Maintenance Appeals Board  
2700 Monroeville Blvd  
Monroeville, PA 15146

- Upon acceptance of your application, you will be notified via U.S. mail, e-mail, or other means of the date and time of the Appeals Board Hearing.
  - An appeal will automatically suspend an action to enforce an order to correct until the matter is resolved, unless the structure is deemed unsafe
  - All hearings are open to the public.
  - The Property Maintenance Appeals Board shall hold a hearing within twenty (20) days from the date of an applicant's request unless the applicant agrees in writing to an extension of time.
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## Property Maintenance Appeals Application

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### SUBJECT PROPERTY

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Tenant's Name (If applicable): \_\_\_\_\_

Municipality/Borough/Township: \_\_\_\_\_

### APPLICANT CONTACT INFORMATION

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### APPEAL INFORMATION

Code Official's Name: \_\_\_\_\_

Date of Notice: \_\_\_\_\_

Specific Code and Section: \_\_\_\_\_

Reason for Appeal (Check one)

The true intent of the code was not interpreted correctly

The provisions of the code do not fully apply

The requirements of the code are adequately satisfied by other means

Explanation



**Review for Equivalency**

If you believe the requirements of the code are adequately satisfied by other means, specify the particular code and section of the code, or any reference standard for which you are requesting review for equivalency.

Code: \_\_\_\_\_

Edition and Section: \_\_\_\_\_

State the reasons for the equivalency review, how the equivalency will satisfy the code's intent and your plans to reach the proposed equivalent standard

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I affirm that the information contained herein in this application for appeal is true and correct to the best of my knowledge.

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)