



690 South Woodland Hills Drive
Woodland Hills, UT 84653
Phone 801-423-3900

IRC/IBC APPEAL APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$ _____

Received by: _____ Receipt #: _____ Check #: _____

Appeal Authority Meeting Date: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



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The following information and items are required for processing. An application will not be accepted without the following.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		1. Detailed Site Plan.
		a. Include detailed plans for the appeal being requested
		2. Questionnaire filled out completely (see pages 4 and 5).
		3. Review Fee: \$100.00.Variance/ \$200-\$500 Land Use Appeal and IRC/IBC
		4. A detailed narrative of the specific action being requested under this appeal.
		a. Please identify the specific section(s) of the the IRC/IBC Code applicable to the issue.
		b. Include a list of affected properties.

*The applicant should be aware that they may be requested to provide additional materials for staff review.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

If you have any questions regarding items on this checklist or the process, please contact the City Recorder at 801-423-3900.

APPLICATION TO CITY OF WOODLAND HILLS IRC/IBC BOARD

To initiate an appeal, you must complete the application form and pay the appropriate fees as determined by the building official and per the adopted city fee schedule. All appeals submitted need to be based on the limitation on authority as described by the adopted applicable code. Exact code references must be given along with all supporting information or documentation as to how the appeal satisfies the code. The City will arrange a hearing date based on the IRC/IBC Board's availability, and notify you at least two weeks in advance of the hearing date.

At the hearing, the Board will hear your presentation regarding the basis for the appeal. The Board will also hear from City staff and any affected parties, both those favoring and/or those opposing the appeal. The Board will have access to the City's records on the matter, and may view the property involved and request additional information at the hearing.

Within two weeks of the close of the hearing, the Board will issue a written decision. The decision of the Board constitutes the final city action on the appeal.

Any party dissatisfied with the decision of the Board may appeal that decision to the Uniform Building Code Commission with the the State of Utah.