



CITY OF WOODRUFF

231 E. Hayne Street

Woodruff, SC 29388

Phone: 864-476-8154 Fax: 864-476-8119

www.cityofwoodruff.com

For Office Use

Application provided		Officer	
Application reviewed		Order date	
Fees Paid (\$25)		Other:	

NOTICE OF APPEAL / Property Maintenance Code, Building Code Series and/or Rental Property and Registration Ordinance

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 City of Woodruff Housing & Construction Board of Appeals (The 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 there-under 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 Board shall adopt and make available to the public through the secretary procedures under which a hearing will be conducted. The procedures shall not require compliance with strict rules of evidence, but shall mandate that only relevant information be received.

The Board shall modify or reverse the decision of the code official only by a concurring vote of the board members present at the hearing. . The Board shall meet upon notice from the Chairman, or his designee , within 20 days of the filing of an appeal, or at stated periodic meetings.

Any person, whether or not a previous party of the appeal, shall have the right to appeal the decision of the Board to the Court of Common Pleas for the Seventh Judicial Circuit to correct errors of law. Application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.

Appeals of notice and orders (other than Imminent Danger notices) shall stay the enforcement of the notice and order until the appeal is heard by the council

INSTRUCTIONS

This form must be completed for a request on an **appeal** from action of a code official in conducting activities as defined by the adopted property maintenance code. A completed application and payment of fees will be required before submitting this request for consideration. Entries must be printed or typewritten. If the application is on behalf of the property owner(s), all owners must sign. If the applicant is not an owner, the owner(s) must sign the Designation of Agent.

An accurate, legible plot plan showing property dimensions and locations of structures and improvements must be attached to an application for variance or special exception.

DESIGNATION OF AGENT [if Owner is not Applicant]: I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: _____

Owner signature(s)

I (we) certify that the information in this application and the attached forms is correct.

Date: _____

Applicant signature(s)

Date Filed: _____ **Case Number:** _____

APPLICANT(S): [print]

Address: _____

Telephone: (work) _____ (home) _____ (email) _____

OWNER(S) [if other than Applicant]:

Address: _____

Telephone: _____

PROPERTY ADDRESS:

Tax Map Number: _____ Plat Book: _____ Page: _____

Zoning District: _____ Lot Dimensions: _____

1. Applicant hereby appeals to the Housing & Construction Board of Appeals for the City of Woodruff from the action of the Code Official affecting the property described in the Notice of Appeal on the grounds that:

The action of the code official was erroneous and contrary to provisions of the property maintenance code ordinance in Section _____;

or

Other action or decision of the Code Official was erroneous as follows:

2. Applicant is aggrieved by the action or decision in that:

3. Applicant contends that the correct interpretation of the ordinance as applied to the property is:

4. Applicant requests the following relief:

Other:

Date: _____

Applicant Signature

Print Name of Applicant