

# City of Charles Town

Building Code Appeals Board  
Community Development Division  
101 East Washington Street  
Charles Town, West Virginia 25414  
304-725-2311



## APPEAL RESPONSE FORM WITHDRAWAL/CONTINUANCE/WAIVER/REQUEST FOR HEARING

Application No.: \_\_\_\_\_ Date Filed: \_\_\_\_\_

APN/Acct No.: \_\_\_\_\_ Date Scheduled: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Per the City of Charles Town Building Code Appeals Board Procedures and Policies, the Board requires all hearings to be scheduled within twenty (20) days of the appeal request. If you wish to file a withdrawal or continuance, please use the form below. Questions regarding this form should be directed to the City's Building Official.

To: City Building Official  
101 E. Washington Street  
Charles Town, WV 25414  
304-725-2311

- I WILL APPEAR at the hearing as scheduled.
- I WILL NOT APPEAR. I WISH TO WITHDRAW the appeal entirely.
- I WILL NOT APPEAR but request a one-time CONTINUANCE indicated below.

Please continue the hearing on the above scheduled application (check one):

- For at least thirty (30) days.
- Until the next hearing date after,

I understand that by the request for continuance, I consent and agree to a waiver of the provisions of the Building Code Appeals Board Procedures and Policies. This agreement to an extension of time for hearing beyond the twenty (20) day period is effective by delivery of this form to the applicant or his/her representative.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Applicant/ Authorized Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Contact Phone

\_\_\_\_\_  
Email Address