



**COUNTY OF BERGEN  
CONSTRUCTION BOARD OF APPEALS**

One Bergen County Plaza • Fourth Floor • Hackensack, N.J. 07601-7076  
Tel. (201) 336-6453  
Fax: (201) 3366449

**Dennis McNerney**  
*County Executive*

**Appeal Application Check List**

Appeals shall be filed by the 15<sup>th</sup> day after receipt by the person of written notice of the ruling action, order or notice complained of, or, in the case of inaction by a local enforcing agency, by the 15<sup>th</sup> day after the expiration of the period allowed for action by the local enforcing agency. N.J.A.C. 5:23-2.1, 5:70-2.19. Imminent hazard cases are governed differently by N.J. A.C. 5:70-2.19(c). Municipal Ordinances cannot be appealed to this Board.

1. UCC APPLICATION TO CONSTRUCTION BOARD OF APPEALS - filled out in its entirety
2. BERGEN COUNTY SUPPLEMENTAL APPLICATION - filled out in its entirety
3. APPEAL APPLICATION FEE - check or money order only, payable to the "County of Bergen"
4. NOTICE/DECISION(S) BEING APPEALED
5. A SEPARATE SHEET OF PAPER - NATURE AND DATE OF THE ACTION YOU ARE APPEALING FROM, THE BASIS OF THE APPEAL, THE RELIEF YOU ARE SEEKING
6. PROVIDE 12 (TWELVE) COLLATED AND STAPLED COPIES OF ALL MATERIAL
7. PROVIDE PROOF THAT A COMPLETED APPEAL APPLICATION HAS BEEN GIVEN TO THE LOCAL ENFORCING AGENCY THIS IS PART OF YOUR APPLICATION FOR APPEAL TO THIS BOARD

**\*\* INCOMPLETE APPEAL APPLICATIONS WILL BE RETURNED \*\***

# APPLICATION TO CONSTRUCTION BOARD OF APPEALS

County of Bergen  
Construction Board of Appeals  
One Bergen County Plaza  
Fourth Floor, Room 417  
Hackensack, NJ 07601-7076  
(201) 336-6453

Date Issued: \_\_\_\_\_

Control Number: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

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

Violation Number: \_\_\_\_\_

## IDENTIFICATION

Work Site Location \_\_\_\_\_

Owner in Fee \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_

Agent: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## APPLICANT STATEMENT

Specific section(s) of the Regulation in question:

Briefly state your position in this matter and explain the nature of the relief you seek.  
(If more pages required, additional pages may be attached.)

The Construction Board of Appeals has 10 business days following the submission of the appeal to make a decision pursuant to N.J.A.C. 5:23-2.37(s)

Fees \$ \_\_\_\_\_

Paid [ ] Check No. \_\_\_\_\_

Collected By \_\_\_\_\_

Signed: \_\_\_\_\_  
(APPLICANT/AGENT)

\_\_\_\_\_  
(Date)

**Application will not be considered complete unless accompanied by the appeal fee. Fee shall be waived when appeal is based on failure of agency to act within a specified a time frame.**



**COUNTY OF BERGEN**  
**DIVISION OF CONSTRUCTION BOARD OF APPEALS**  
**\* SUPPLEMENTAL APPLICATION \***

I, \_\_\_\_\_, in accordance with the State Uniform Construction Code Act, N.J.S.A. 52:27D-119 et seq. (P.L. 1975, c 217) hereby make application for a hearing before the Bergen County Construction Board of Appeals. **PLEASE NOTE:** On a separate sheet of paper, please give Statute under which appeal is being brought, the nature and date of the action appealed from; and the basis of the appeal for the below listed property. **ZONING ISSUES AND MUNICIPAL ORDINANCE VIOLATIONS ARE NOT HEARD BY THIS BOARD.**

1. Street Location \_\_\_\_\_  
Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_  
Municipality \_\_\_\_\_ Permit # \_\_\_\_\_  
Permit Issuance date \_\_\_\_\_
2. Property Owner's Name & Address: \_\_\_\_\_  
\_\_\_\_\_ Daytime telephone \_\_\_\_\_
3. Applicant/Agent's Name & Address: \_\_\_\_\_  
\_\_\_\_\_ Daytime telephone \_\_\_\_\_
4. List of Names and Purpose of any and all Witnesses to be called by Applicant \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Date and Form of Decision (check written or oral) from enforcing agency being appealed. If written, attach copy.  
Date \_\_\_\_\_ Written \_\_\_\_\_ Oral \_\_\_\_\_  
Name of Enforcing Agency Official & Title \_\_\_\_\_

**COMPLETION AND FILING INSTRUCTIONS**

1. Fill out the "Application to Construction Board of Appeals" and this "Supplemental Application," in their entirety as well as the requested addendum. Please print or type and attach a copy of the local enforcing agency's written Notice/Decision being appealed and any other documentation pertinent to the appeal which you will rely on at the hearing. **THIS CONSTITUTES A COMPLETE APPLICATION. INCOMPLETE APPLICATION'S WILL BE RETURNED FOR CORRECTION WITHOUT BEING LISTED FOR HEARING.**
2. Send ORIGINAL AND TWELVE (12) COLLATED, STAPLED COPIES (one for each member of the Board) of your **complete application**, together with Filing Fee (see Fee Schedule on next page)

Bergen County Construction Board of Appeals  
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3. Simultaneously with the filing of an application for a hearing, the person filing the application shall provide a copy thereof to the local enforcing agency. **PROOF OF COMPLIANCE WITH REQUIREMENT SHALL BE FILED WITH THE BOARD SECRETARY.**

Note: An appeal from the decision of the local enforcing agency under the Uniform Construction Code must be taken by the 15<sup>th</sup> day after receipt by the person of written notice of the ruling, action, order or notice complained of, or, in the case of inaction by a local enforcing agency, by the 15<sup>th</sup> day after the expiration of the period allowed for action by the local enforcing agency. **24-HOURS IN CASES OF IMMINENT HAZARD UNDER THE UNIFORM FIRE CODE.**

The Bergen County Construction Board of Appeals meets the second Thursday of each month. A complete application must be received at least 14 days prior to a meeting in order to be placed on an upcoming agenda. Meeting notices are mailed out two weeks before the meeting. Special meetings, upon request, will be at the Board's discretion.

No adjournment shall be granted without the consent of the local enforcing agency having jurisdiction in any cases involving issues of life safety in an occupied building.

In all cases, the Board shall have the power to administer oaths and to issue subpoenas to compel the attendance of witnesses and the production of relevant evidence. The provisions of the "County and Municipal Investigations Law, P.L. 1953, c.38 (N.J.S.A. 2A:67A-1 et seq.) shall apply.

**FEE SCHEDULE**

The Bergen County Construction Board of Appeals shall be governed by the following fee schedule as per N.J.A.C. 5:23A-2.1(e):

FIRE LANE (MOTOR VEHICLE) .....	\$ 10.00
1, 2 & 3 FAMILY RESIDENTIAL .....	\$ 50.00
MULTIFAMILY AND HIGH-RISES .....	\$ 100.00
COMMERCIAL PROPERTY .....	\$ 100.00

**MAKE CHECKS PAYABLE TO "COUNTY OF BERGEN"**

**\*\* PLEASE NOTE: CASH IS NOT ACCEPTED \*\***

I, \_\_\_\_\_, do hereby attest to the above information being true and correct and that all parties have been properly served.

\_\_\_\_\_  
APPLICANT/AGENT

\_\_\_\_\_  
DATE