

FIRE DEPARTMENT CITY OF ENGLEWOOD

BUREAU OF FIRE PREVENTION



Attached are the forms required for an appeal. It is essential that the forms are sent to both the Englewood Fire Department Bureau of Fire Prevention and the Bergen County Board of appeal.



**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 15th 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 15th 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
One Bergen County Plaza, Fourth Floor
Hackensack, NJ 07601-7076
Tel: 201 336-6453 Fax: 201 336-6449

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 15th 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 15th 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