



**COUNTY OF BERGEN
CONSTRUCTION BOARD OF APPEALS**

Fourth Floor • One Bergen County Plaza • Hackensack, N.J. 07601-7076
Tel. (201) 336-6453 Fax (201) 336-6449

James J. Tedesco III
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 10 (TEN) 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****