



**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 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 2 (TWO) 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\*\***