



**COUNTY OF BERGEN
CONSTRUCTION BOARD OF APPEALS**

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Dennis McNerney
County Executive

APPEAL APPLICATION CHECKLIST

** In cases arising under P.L. 1995, c54, an applicant for approval who is aggrieved by any charge to an escrow account or a deposit by any municipal professional or consultant, or the cost of the installation of improvements estimated by the municipal engineer, may file an appeal with the county construction board of appeals. Any such appeal shall be filed within 45 days from receipt of the informational copy of the professional's voucher or the notice from the municipal engineer, as the case may be; provided, however, that if the professional has not supplied an applicant with an informational copy of the voucher, any appeal shall be filed within 60 days of receipt of the municipal statement of activity against the deposit or escrow account. 5:23A-2.1(b), 1.

1. APPLICATION TO APPEAL PROFESSIONAL SERVICE BILLS – filled out in its' entirety, which includes:

- copy of written notification to municipality and response to same
- copy of certified resolution, or ordinance to establish fee schedule
- copy of the Developer's Agreement and Board Resolution
- copy of professional service bills in question
- a legal brief stating the facts of law that will be used, if any
- a report detailing the specific charges being contested and why
- a copy of site plans and details for the subject property
- a chronological description of the work
- proof of Service of Notice on the professional and municipality by certified mail, return receipt requested
- **Furnish fifteen (15) copies of all documents**
- The Applicant/Agent shall simultaneously send a completed copy of the Appeal to the municipality, approving authority, and any professional whose charge is the subject of the appeal
- Each professional service being appealed, shall be a separate application

**** INCOMPLETE APPLICATIONS WILL BE RETURNED ****