



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