

Sussex County Uniform Construction Code Board of Appeals

Local Rules for the Board of Appeals pursuant to N.J.A.C. 5:23A-1.1e.

Application Requirements:

The Sussex County Board of Chosen Freeholders adopted the attached official Sussex County Uniform Construction Code Board of Appeals Application Form (Attachment A).

The Sussex County Board of Chosen Freeholders adopted the attached official Sussex County Uniform Construction Code Board of Appeals Checklist Form (Attachment B).

The fee for filing an appeal with the Board of Appeals is \$100.00, which is non-refundable and applies to both Construction/Fire and Escrow appeals.

Meetings:

Meeting dates for the Sussex County Uniform Construction Code Board of Appeals shall be published in December for the upcoming 12 months of regularly scheduled hearing dates. This list will also be forwarded to each member and municipality for their information. When meetings are confirmed, notice of same will be posted on the official County website (www.sussex.nj.us).

All meetings are published as per the Open Public Meetings Act, 5:23A-1.5(a)(2), in the New Jersey Herald prior to each meeting date, disclosing the cases to be heard.

Special meetings of the Board will be scheduled as needed by the Board Chairperson as per 5:23A-1.5(a)(1).

Regularly scheduled meetings may be canceled by the Board Chairperson as per 5:23A-1.5(b), if there is no business pending action.

All appeals will be heard at a hearing within forty-five (45) days of their receipt by the Board Secretary, provided they are deemed complete and pending caseload for the next regularly scheduled meeting.

All appeals must be heard within three (3) months of the date of application/receipt. No further adjournments will be authorized beyond that time. In the event that either party requests a postponement of the matter, at any point in time, the other party must also be in agreement to said postponement. Should a postponement be requested, either party must contact the Board Secretary no later than 10 calendar days prior to the

scheduled meeting. In the case of an extreme emergency this deadline may be waived.

Hearing Procedure Regarding Escrow Accounts Pursuant to N.J.A.C. 5:23A-2.1b:

The Sussex County Board of Chosen Freeholders adopted the attached official Sussex County Uniform Construction Code Board of Appeals Official Escrow Account Application Form (Attachment C).

The Sussex County Board of Chosen Freeholders adopted the attached official Sussex County Uniform Construction Code Board of Appeals Escrow Account Checklist Form (Attachment D).