

Sussex County Construction Board of Appeals

APPEAL CHECKLIST (CONSTRUCTION / FIRE)

An appeal can be made to the Sussex County Uniform Construction Code Board of Appeals within 15 (calendar) days of your receipt of a violation and/or penalty notice. If you wish to appeal, please be sure to include the following:

- _____ Sussex County Board of Appeals Application Form (completed, signed and dated)
- _____ A copy of the municipal notice(s) from which this appeal is being made
- _____ Any related information relevant to the violation(s) before this Board
- _____ A check/money order in the amount of \$100.00 payable to: **S.C. Board of Appeals**. This fee is non-refundable.
- _____ Include your mailing address and telephone number so that our office may contact you with questions or to schedule a hearing, at which you are required to be in attendance.
- _____ Let us know if you are planning to bring witnesses, pictures, etc. to the hearing, in writing – naming each person and their affiliation with your case and submitting said pictures. Copies must be submitted at least 10 (ten) calendar days prior to the hearing to the Board and the Municipality or it shall not be accepted by the Board.
- _____ You must send the Municipality a complete copy of your appeal package directly (as per 5:23A-2.1d.), informing them that you have filed an appeal with this Board. (Proof of compliance shall be provided as per 5:23A-2.1d.) You may see a copy of 5:23A at the Board of Appeals office or view it on line through the DCA website at: www.state.nj.us/dca/divisions/codes/codreg/pdf_regs/njac_5_23A
- _____ In the event that either party requests a postponement after the hearing is scheduled, the consent of the other party must be received before any changes are made by the Board Secretary.

Your original complete application package along with 7 complete additional copies should be forwarded to:

Sussex County Board of Appeals
One Spring Street, 3rd Floor
Newton, New Jersey 07860

In the case of hardship, the requirement for 7 complete additional copies may be waived, upon consultation with the Board Secretary.

Any appeal packages that are incomplete will be returned to you for further review.

** The Municipality must also provide 7 complete copies of their submission to the Board Secretary for each case being heard before the Board by the advised deadline.

!!We encourage you to try and work out issues with your Municipality if at all possible, before filing an appeal!!

For further information, please call 973-579-0430 ext. 1310 or visit our website: www.sussex.nj.us – Sussex County Board of Appeals Office – County Administrative Center, One Spring Street, 3rd Floor, Newton, New Jersey 07860

Sussex County Board of Appeals
County Administrative Center
One Spring Street, 3rd Floor
Newton, NJ 07860
973-579-0430 ext 1310

APPLICATION TO SUSSEX COUNTY CONSTRUCTION BOARD OF APPEALS

IDENTIFICATION

Name of Applicant _____	
Work Site Location _____	Township _____
Owner in Fee _____	Street _____
Address _____	Block _____ Lot _____
_____	Agent _____
Email Address of Applicant _____	Address _____
_____	_____

APPLICANT STATEMENT

Specific section(s) of the Regulations in question:

Briefly state your position in this matter and explain the nature of the relief you seek. (If more space is required, additional pages may be attached).

SIGNED:

Fee: \$100.00
Paid () Check # _____
Collected by _____

APPLICANT

DATE

(Application will not be considered complete unless accompanied by the appeal fee and Municipal notice from which this appeal is being made.)

Checks should be payable to: **S.C. Board of Appeals**
This \$100.00 fee is non-refundable.

Sussex County Construction Board of Appeals

ESCROW ACCOUNT CHECKLIST

If you wish to have the Board of Appeals hear your matter, please be sure to include the following:

- _____ Sussex County Board of Appeals Escrow Account Application Form (completed, signed and dated)
- _____ Any related information relevant to the matter before this Board. Escrow matters (documentation and discussion) will be limited to the areas of jurisdiction of the UCC Board of Appeals only, as per the NJ State Uniform Construction Codes.
- _____ A check/money order in the amount of \$100.00 payable to: **S.C. Board of Appeals**. This fee is non-refundable.
- _____ Include your mailing address and telephone number so that our office may contact you with questions or to schedule a hearing, at which you are required to be in attendance
- _____ Let us know if you are planning to bring witnesses, pictures, etc. to the hearing, in writing – naming each person and their affiliation with your case and submitting said pictures. Copies must be submitted at least 10 (ten) calendar days prior to the hearing to the Board and the Municipality or it shall not be accepted by the Board.
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973-579-0430 ext 1310

APPLICATION TO SUSSEX COUNTY CONSTRUCTION BOARD OF APPEALS

ESCROW ACCOUNT

IDENTIFICATION

Name of Applicant: _____

Address of Applicant: _____

Email Address of Applicant: _____

Telephone # of Applicant: _____

Filing an Appeal Against: _____

APPLICANT STATEMENT

Briefly state your position in this matter and explain the nature of the relief you seek. (If more space is required, additional pages may be attached).

SIGNED:

Fee: \$100.00
Paid () Check # _____
Collected by _____

APPLICANT

DATE

(Application will not be considered complete unless accompanied by the appeal fee.)

Checks should be payable to: **S.C. Board of Appeals**
This \$100.00 fee is non-refundable.