

CRDA CERTIFICATE OF LAND USE COMPLIANCE (Zoning Permit) Instructions

Purpose of Certificate of Land Use Compliance (Zoning Permit)

The Certificate of Land Use Compliance (CLUC) (Zoning Permit) Certification is subject to the applicant's satisfaction of all applicable NJAC 19:66 Land Use Regulations, City of Atlantic City ordinances and regulations, and compliance with all Federal and State Laws. The purpose of a CLUC (Zoning Permit) is to certify that the use being proposed is a permitted use in accordance with the NJAC 19:66 Land Use Regulations, if within the Tourism District, or Atlantic City Code Chapter 163, if outside the Tourism District. It does not extend, and not extend to other requirements / regulations of other authorities having jurisdiction. The certificate, if issued, does not have the authority to certify that the activity associated with the proposed use(s) at the site comply with any other applicable requirements. The CLUC (Zoning Permit) is not required to list all the rules and regulations it does not include. This is the obligation of the applicant to educate themselves as to their responsibilities to lawfully occupy the property and/or lawfully operate their business. The Land Use Regulation Enforcement Officer (Zoning Officer) issuing the certificate does not have the authority to certify that the activity associated with the proposed use(s) at the site comply with any other requirements.

Some Examples are offered:

A restaurant or any establishment serving prepared food for public consumption must still secure an approval from the Health Department.

An establishment serving alcoholic beverages must secure a liquor license from the State of New Jersey.

A business establishment offering live entertainment that includes scantily dressed entertainers must comply with Title 2C:34-7 if activity is offered as described in Title 2C:33-12.

A Boarding and Lodging Houses (rooming houses) must comply with Chapter 211 in regards to the location and operation of the use.

CRDA Single Family Dwelling (Single residential Condo Unit) Instructions:

Include the following if applicable with the completed form:

1. If CLUC is for the sale of the property the Applicant is the BUYER and the owner is the SELLER.
2. Fee Payable to CRDA – CHECK OR MONEY ORDER – NO CASH
3. PROPERTY OWNER'S INFO. and ORIGINAL SIGNATURE (or AGENT'S) ORIGINAL SIGNATURE
4. APPLICANT'S INFO. AND ORIGINAL SIGNATURE
5. If LLC, copy of Operating Agreement documenting authorization for individual to sign on behalf of LLC for either and/or both applicant and owner.
6. If Corporation, copy of written authorization for individual to sign on behalf of Corp. for either and/or both applicant and owner.
7. Original signatures or "docu-sign" are required. If signers cannot sign in-person, documentation is required to confirm signatures.
8. Any prior approvals (If applicable) (Resolutions, CLUC, or Cert. of Nonconformity)
9. Any other documentation pertinent to the application.

CRDA Multi-Family/ Commercial:

Include the following if applicable with the completed form:

1. Fee Payable to CRDA – CHECK OR MONEY ORDER – NO CASH
2. PROPERTY OWNER'S INFO. & ORIGINAL SIGNATURE (or AGENT'S) ORIGINAL SIGNATURE
3. Copy of fully executed lease.
4. APPLICANT'S INFO. AND ORIGINAL SIGNATURE
5. If LLC, copy of Operating Agreement documenting authorization for individual to sign on behalf of LLC for either and/or both applicant and owner.
6. If Corporation, copy of written authorization for individual to sign on behalf of Corp. for either and/or both applicant and owner.
7. Sign plans in accordance with 19:66-5.7 including rendition of sign with dimensions and the dimensions of the façade of the building. Per Atlantic City Mercantile no Mercantile License will be issued without sign information, Temporary signs permitted in accordance with 19:66-5.7 (f). Business name and name on Sign must match.

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8. Survey of Property prepared by licensed land surveyor showing easements, lease / license areas.
9. Floor plan prepared by licensed Architect.
10. Site Plan prepared by licensed Engineer or Architect (If applicable)
11. Fully describe prior uses including signage, square feet of commercial use, number of units, number of on-site parking spaces, and number of seats if restaurant and/or bar use.
12. Fully describe proposed uses including signage, square feet of commercial use, number of units, number of on-site parking spaces, and number of seats if restaurant and/or bar use.
13. Any prior approvals (If applicable) (Resolutions, CLUC from AC or Cert. of Nonconformity)
14. Any other documentation deemed pertinent to the application by the Land Use Regulation Enforcement Officer.
(Refer to applicable checklist for details)

CRDA Regulations regarding signage and display of retail merchandise

Window signs. [19:66-5.7 (g) 9.]

Window signs are permitted in all commercial zoning districts. Window signs for the purpose of the business include lettering painted on glass, letter decals attached to glass, and neon lettering attached to interior and visible through the glass are permitted provided the area does not exceed 25% of the total window (glass) area. Accessory window signs include “open” sign, “days and hours of operation” sign, or “site address” sign, affixed window signs limited to membership in a retail or professional organization or credit card or credit association, to show manufactures’ or required licenses, or advertisements referable to sales within, shall be permitted to be attached to windows on the interior of the business use , provided that the aggregate used for the business identification listed above and the accessory window signs shall not exceed 33% of the total window (glass) area.

Portable sandwich signs. [19:66-5.7 (g) 18.]

Portable sandwich signs are permitted in front of business establishments on private property and in the public pedestrian ROW (sidewalk or boardwalk) area subject to the following specifications: Maximum sign width: 2’6”. Signs shall be placed in a manner as to not block pedestrian access in the public pedestrian ROW. Maximum sign height: 4’. Maximum sign area: 9 square feet. Signs must be made of durable weatherproof material. Sign must be minimum of 25’ from other portable signs. Signs only placed in front of the commercial establishment in which it advertises. Owner must remove sign at the closing of the establishment each day. Each sign in the public pedestrian ROW area **must secure a license from the City.**

Limitations for the Display of retail merchandise and equipment outdoors [19:66-7.12 (m)]

No storage of merchandise or equipment is permitted on public property, such as a public park, a public ROW, a public street, an access easement, a boardwalk ramp, or the boardwalk. Persons engaged in the retail sales may display retail merchandise outdoors subject to the following: All business exteriors shall maintain an uncluttered, safe, and clean appearance. The outdoor display of retail merchandise is limited solely in the building front subject to the following: The outdoor display of retail merchandise is within the ownership of the principal building owner, or if subject to lease, within a lease area, and merchandise is under cover with roof overhang, fixed awning attached to building, or a covered foyer or alcove. The display of retail merchandise may include goods hung on hangers or displayed on tables, provided that the outdoor display is orderly and provided for adequate vertical and horizontal clearances for public safety. Minimum 7’ vertical clearance above surface of boardwalk or sidewalk is required. Minimum 5’ horizontal clearance to allow for adequate ingress and egress from the establishment. Maximum height 10’ for outdoor display above surface of boardwalk or sidewalk is required. Maximum 6” projection from building for outdoor display hanging on exterior of building provided the merchandise is under cover as described above. All merchandise must be properly secured so not to be a falling hazard. No merchandise or structures/apparatus to attached merchandise is permitted on the boardwalk or hanging on the doors, or hanging from the awnings, or hanging from signage. No merchandise to be permitted to hang from: roof overhangs, canopies, marques, open, closed, or retracted security gates, or mechanism/apparatus of security gates and similar structures. No merchandise is permitted in exterior covered alcoves, vestibules, or exterior foyers within 5’ wide clearance access path or area. No storage of equipment shall be permitted outdoors.

Refer to N.J.A.C.19:66 and Outdoor Display Diagrams for more details.