



15 South Pennsylvania Avenue
Atlantic City, NJ 08401

NJ CRDA - City of Atlantic City- Certificate of Non-Conformity - Single Family Checklist (Form # 3)

REQUIRED APPLICATION ITEMS

Project Name: 1 S. Texas Avenue Application# _____

Prepared by: _____ Title _____ date. ____ _

Note : Three (3) copies of plans and supporting documents are required as the initial submission.

Item #	Description	REQUIRED	SUBMITTED	WAIVER REQUESTED BY APPLICANT	Waiver Recommended by Reviewer
1	Completed CNC Application Form	X	/		
2	Payment of Required Application Fee	X	/		
3	Name and address, email address of property owner and applicant.	X	/		
4	Proof of real estate taxes and other assessments paid.	X	/		
5	Name, signature, license number, seal and address of each professional consultant, as applicable, involved in preparation of required documents.	X			
6	A narrative describing existing conditions, the historical use of the property, surrounding uses and the proposed use of the property.	X	/		
7	Title block denoting type of application, tax map sheet, project address, block and lot, and street location.	X			
8	Proof of ownership of property. (Report of title, copy of deed AS FILED with the Atlantic County Clerk's Office, affidavit or other documentation evidencing ownership.)	X	/		
9	Consent of property owner to applicant to development project.	X	/		
11	Zoning Schedule listing: Use, lot area, lot width, lot depth, yard setbacks, floor area ratio, density, building coverage, building height and parking requirements, including existing and proposed with conformity status of each.	X			
12	Certified List of Property Owners within 200'	X	/		

	Radius of the subject property by City of Atlantic City Tax assessor's Office.				
13	Public Notice in compliance with NJSA 40:55D-12.	X			
14	Electronic copy of the full application including: application, photos, maps, reports, plans and other exhibits in pdf format. Maximum size offile(s) 4 MB.	X			
Evidence is required to support the claim of the pre-existing Non-conformity. The following is a list of types of evidence that should be submitted:					
15	Copies of Property Record Cards from Municipal Tax Assessor's Office	X	✓		
16	Copies of prior and current Certificate of Occupancy from Municipal Construction Office.	X			
17	Copies of Building Permit(s) from Municipal Construction Office.	X			
18	Copies The Polk Directory from Atlantic City Free Public Library.	X	/		
19	Copies of Sanborn Insurance Maps and or other Atlas'.	X			
20	Copy of Survey prepared by New Jersey licensed professional land surveyor depicting buildings, structures, etc.	X	,	W	
21	Copy of architectural plan depicting areas and type of each use.	X		W	
	other: _____				

