



**15 South Pennsylvania Avenue
Atlantic City, NJ 08401**

**NJ CRDA – City of Atlantic City – Certificate of Land Use Compliance (CLUC) – Commercial / Multi-Unit Residential Checklist
(Form # 2)**

REQUIRED APPLICATION ITEMS

Project Name: _____ Application # _____

Prepared by: _____ Title _____ date _____

Note : Two (2) 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 CLUC Application Form	X			
2	Payment of Required Application Fee	X			
3	Name and address, email address of property owner and applicant.	X			
4	PROPERTY OWNER'S INFO. AND SIGNATURE (or AGENT'S) SIGNATURE	X			
5	Proof of real estate taxes and other assessments paid.	X			
6	Copy of fully executed lease	X			
7	If LLC, copy of Operating Agreement documenting authorization for individual to sign on behalf of LLC for either and/or both applicant and owner.	X			
8	If Corporation, copy of written authorization for individual to sign on behalf of Corp. for either and/or both applicant and owner.	X			
9	Fully describe prior uses including square feet of commercial use, number of units, number of seats if restaurant and/or bar use.	X			
10	Fully describe proposed uses including square feet of commercial use, number of units, number of seats if restaurant and/or bar use.	X			
11	Any prior approvals (If applicable) (Planning Board and/or Zoning Board Resolutions, Certificate of Land Use Compliance (CLUC) and/ or Certificate of Non-conformity)	X			

12	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			
13	Consent of property owner to applicant to development project.	X			
14	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			
15	Sign plans 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, (BANNERS ARE NOT PERMITTED)	X			
16	Copy of Survey prepared by New Jersey licensed professional land surveyor depicting buildings, structures, fencing, parking, landscape areas, site lighting, etc.	X			
17	Copy of architectural plans depicting areas and type of each use.	X			
	Other: _____ _____				