



15 South Pennsylvania Avenue

Atlantic City, NJ 08401

NJ CRDA – City of Atlantic City – Non-Conforming Use Certification (NJAC 19:66-12.1) – Single Family Checklist (Form # 3)

REQUIRED APPLICATION ITEMS

Project Name: _____ 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	Copy of Survey prepared by New Jersey licensed professional land surveyor depicting	X			

	buildings, structures, fences, site lighting, on-site parking, etc.				
13	Electronic copy of the full application including: application, photos, maps, reports, plans and other exhibits in pdf format. Maximum size of file(s) 4 MB.	X			
<p>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:</p>					
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 architectural plan depicting areas and type of each use.	X			
	Other: _____ _____ _____ _____ _____				