



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

NJ CRDA – City of Atlantic City – Non-Conforming Use Certification (NJAC 19:66-12.1) – Commercial and / or Multi-Family Checklist (Form #4)

REQUIRED APPLICATION ITEMS

Project Name: _____ Application # _____

Prepared by: _____ Title _____ date _____

Note : Five (5) 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 buildings, structures, fences, site lighting, on-parking, etc.	X			
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			
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	Inspection Reports	X			
21	Copy of architectural plan depicting areas and type of each use.	X			
22	Certificate of Occupancy for Rentals	X			
23	State History Cards (3 or more units)	X			
24	Mercantile Licenses	X			
25	Rent Control Filing Records	X			
26	Landlord Registration Documents	X			
27	Prior approvals granted by Planning Board and/or Zoning Board of Adjustment	X			
	Other: _____ _____ _____ _____ _____				