

**Casino Reinvestment Development Authority
Division of Land Use and Regulatory Enforcement**

LAND USE APPLICATION INSTRUCTIONS

Enclosed are the necessary instructions and forms for making application to the Casino Reinvestment Development Authority, Division of Land Use and Regulatory Enforcement. Please submit the required documentation to:

**Casino Reinvestment Development Authority
Division of Land Use and Regulatory Enforcement
15 S Pennsylvania Avenue
Atlantic City, NJ 08401**

Should you require additional information or clarification regarding this process, please contact the Division of Land Use and Regulatory Enforcement at **(609) 347-0500**.

1. The Applicant shall submit to the Casino Reinvestment Development Authority, Division of Land Use and Regulatory Enforcement, 15 S Pennsylvania Avenue,, Atlantic City, NJ 08401, five (5) written copies and two (2) additional copies in an electronic format (PDF or other format with the consent of the Land Use Administrative Official). A copy of the application package must also be provided by the applicant to the City of Atlantic City Planning Dept. and a copy to the Engineering Dept. The application package shall contain completed copies of the appropriate form(s) as provided herein and any additional information, i.e. property survey, site plan, building plans, photographs or other documentation/exhibits that details the proposed development and any prior approvals for the property. The Applicant shall include with the application separate checks payable to "Casino Reinvestment Development Authority" for the required application fee and professional review escrow, (see attached fee schedule).
 2. For all applications for site plan or subdivision, and any other applications as deemed necessary by the Land Use Administrative Official, the Land Use Administrative Official shall schedule and notify Applicant of a conceptual review meeting to be conducted within 45 days of receipt of the application.
 3. Applicant will be notified in writing within 45 days, of any deficiencies in the application package. These deficiencies must be addressed along with providing any required additional information and plans.
 4. Upon the determination by the Land Use Administrative Official that the application is complete, which includes submission of all fees and escrow amounts. Go to the CRDA website for a list of the fees:
<http://www.njcrda.com/wp-content/uploads/FEE-SCHEDULE-Resolution-15-24.pdf>
- The Applicant will be notified of the hearing date scheduled for the application.
5. Applicant shall make a request for a "Certified List of Property Owners" to the City of Atlantic City Division of Planning. A sum not to exceed \$0.25 per name, or \$10.00, whichever is greater, may be charged for such list, in accordance with N.J.S. 40:55D-12c. The request must include a fee check payable to "City of Atlantic City". A certified list shall be provided including the names and addresses of all owners of property located within the 200-foot radius as shown on the latest property ownership records within seven days in accordance with N.J.S. 40:55D-12c.
 6. Where Land Use Development Plan Approval is required, the application must be prepared in accordance with the CRDA Tourism district Land Development Rules. NJAC 19:66, effective date 1/2/2018.
 7. Applications for **Conditional Use Approval** also require Site Plan Approval.

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8. Where Site Plan Approval is not required, the following information, drawn to a scale of not more than 100 feet to the inch (1" = 100'), on one or more sheets shall be submitted:
- a. Property boundary lines and dimensions of the property and any significant topographic or physical features of the property.
 - b. The location, size, use and arrangement of the proposed buildings which will remain, if any, including height (in stories and feet), elevators, floor plans, floor area ratio, total floor area, total square feet of ground area coverage, and number and size of dwelling units.
 - c. Minimum yard dimensions and, where relevant, relationship of yard dimensions to the height of any building or structure.
 - d. Location, dimensions and number of all driveways, entrances, curb cuts, parking stalls, loading spaces and access aisles, and total lot coverage of all parking, loading and aisle areas.
 - e. Location and height of fences or screen plantings and type of building materials or plantings to be used for fencing and/or screening.
 - f. Location, designation and total area of all usable open space.
 - g. Location, use and size of structures and other land uses within 200 feet of the boundaries of the subject property.
 - h. A clear designation of the features of the proposed development or use(s), which require a variance, and the extent of the variance requested.
 - i. Any other information that may be required for the CRDA Board to determine that the application is in compliance with the codes and ordinances of the City of Atlantic City.
9. Once a hearing date has been scheduled, the Applicant must, at least 10 days prior to the date of the hearing, give personal notice to all owners of property located within 200 feet of the subject property as shown on the most recent tax list(s) of the City(s) and all other interested persons and public agencies as required by law. Said notice is required whether affected properties are located within or without the City of Atlantic City. Notice must be given by hand delivery to said property owner or his legal agent or representative and have that person sign for delivery; or by mailing a copy by certified mail. In addition, the applicant must serve notice by certified mail to all local utility companies. (See attached list). A sample NOTICE has been included with this package. Applicant must arrange to provide proof of mailing or service for every notice served.
10. Notice of the application must also be published in "THE PRESS OF ATLANTIC CITY" at least ten (10) days prior to the date of hearing.
11. An Affidavit of Service, the receipts from the certified mailing, and a Proof of Publication of the notice as it appeared in THE PRESS OF ATLANTIC CITY must be submitted to Land Use Administrative Official prior to the hearing date.
12. The Applicant, his agent or attorney shall appear before the Division of Land Use and Regulatory Enforcement to present the application. If the applicant is a corporation, LP, LLC or LLP, the application must be presented by an attorney.
13. After the application has been approved by the Casino Reinvestment Development Authority, the Applicant must submit two (2) sets of plans in an electronic format (PDF, Microsoft Word, or other format with the consent of the Land Use Administrative Official) along with twelve (12) written sets of the approved plans, revised to address any plan conditions, together the "Final Plan Certification Form", to the Division of Land Use and Regulatory Enforcement. The plans will be certified and distributed as necessary such that any licenses and/or permits may be obtained by the Applicant.

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14. After the close of the hearing, the Land Use Hearing Officer will compile all evidence submitted and copies of all transcripts. He/she will prepare a written recommendation to the members of the CRDA concerning the grant or denial of the relief requested. The recommendation may include the placement of any reasonable and necessary conditions of approval. The recommendation shall be provided to the members of the CRDA as expeditiously as possible to allow sufficient time for the members of the CRDA to consider and decide the application within the timeframe prescribed by the Municipal Land Use Law.

15. The Land Use Administrative Official shall publish a notice of the CRDA's decision in accordance with M.L.U.L.

MINOR SUBDIVISION

The Applicant shall within 190 days after the approval of a minor subdivision by Casino Reinvestment Development Authority:

1) Submit the Plats for signature to the Land Use Administrative Official of the Division of Land Use and Regulatory Enforcement on either a plat in conformity with the provisions of the "Map Filing Law" (P.L. 1960, c141), or on a deed describing the approved minor subdivision, in order that signatures may be obtained.

- 2) File copies of the signed plat or deed with:
- a. The County Recording Officer (County Clerk),
 - b. The City Engineer, and
 - c. The City Tax Assessor.

FAILURE OF THE APPLICANT TO FILE THE APPROVED PLAT OR DEED WITHIN THE PRESCRIBED PERIOD SHALL INVALIDATE THE MINOR SUBDIVISION APPROVAL.

MAJOR SUBDIVISION

Subsequent to final subdivision approval by the Division of Land Use and Regulatory Enforcement, The Applicant shall:

(1) Submit the plats for signature to the Land Use Administrative Official on a plat in conformity with the provisions of the "Map Filing Law."

- (2) File copies of the signed plat within 95 days of signatures with:
- a. The County Recording Officer (County Clerk),
 - b. The City Engineer, and
 - c. The City Tax Assessor

If the plat is not filed within the 95-day period, approval shall expire except, upon the showing of good cause by the Applicant, the Division of Land Use and Regulatory Enforcement may extend the period for recording for an additional period not to exceed 190 days from the date of the signing of the plat.

Refer to the appropriate submission Checklist for more details.

Land Use Application Process for Applicants / Hearing Procedures Status Checklist

Prepared by Robert L. Reid, AICP, PP, Land Use Regulation Officer

DATE: _____

Project No. _____

Applicant: _____

Address: _____

Block: _____ Lot(s): _____

Description:

Complete date:

1. Schedule and attend informal meeting with CRDA Planning staff to discuss development. _____
2. Applicant to request Certified List of Owners _____
3. Applicant to submit application and supporting documents materials for Completeness Review
(Application Package must include 5 hard copies and digital files of documents for posting on website. Max. digital file size 4MB).
(All plan documents are to be folded to 9"x 12" size) _____
4. Once application is deemed complete the applicant will be provided with available dates for hearing. _____
5. Applicant to provide Public Notice as required by MLUL. _____
6. Proof of Publication and Public Notice receipts required to confirm jurisdiction for hearing. _____
7. Attend LURED Public Hearing. _____
8. Applicant to provide any Exhibits that were presented at Hearing in media file format. _____
9. Hearing Officer Report prepared for CRDA Board. _____
10. CRDA Board adopts Resolution approving the application.
(Resolution includes the Hearing Officer Report as an Exhibit). _____
11. CRDA Board adopted Resolution is sent to Office of the Governor for review.
(10 Day Veto period starts upon receipt of Resolution) _____
12. Prepare Notice of Decision (NOD) for publication in newspaper. _____
13. Applicant to provide 4 copies of revised plans to address conditions of Approval. _____
14. Applicant to provide cost estimate for improvements _____
15. Applicant to provide performance bond (if required) _____
16. Applicant to provide inspection escrow. _____
17. CRDA request additional review escrow (if necessary) _____
18. LURED Professionals review of revised plans to confirm conditions of approval have Been Satisfied. _____
19. Applicant to provide 11 copies of plans for approval signatures. _____
20. CRDA Hearing Officer, LURED Engineer, LURED Planner, Land Use Regulation Enforcement Officer to sign plans. _____
21. Provide Applicant with 7 copies of signed plans for their distribution to City Construction Division, Inspection Division, City Planning, City Engineer, Tax Assessor. _____
22. Applicant to provide a copy of plan with approval signatures in PDF format. _____
23. Remaining 4 copies of signed plans for LURED file, LURED Professionals. _____
24. Submit Application for Certificate of Land Use Compliance. _____
25. Request Refund of unused review escrow (if any) _____