

# **INSTRUCTIONS FOR APPLICATION TO THE PLANNING BOARD OF THE CITY OF ATLANTIC CITY**

The attached package contains the necessary forms, information, rules and regulations for making application to the Atlantic City Planning Board.

When the application is complete, please submit the required documentation to:

City of Atlantic City  
Planning Board  
City Hall - Suite 506  
1301 Bacharach Blvd.  
Atlantic City, NJ 08401

Should you require additional information or clarification regarding this process, please contact the Division of Planning at (609) 347-5403.

Thank you for your cooperation.

## RULES AND REGULATIONS

1. The Applicant shall submit to Lisa D'Alessandro, Board Secretary, City Hall, Suite 508, one (1) original application and a minimum of one (1) original signed and sealed plans with a total of three (3) sets of the application package (application, plans, and other supplemental information submitted), and digital copies of all documents for verification of completeness in accordance with items 8 and/or 9 herein, (See Form #1). The application package shall also 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. Envelopes shall be unsealed (no postage required) and shall be addressed to:

**Director**

Jacques Howard  
City Hall - Suite 506  
1301 Bacharach Blvd.  
Atlantic City, NJ 08401  
[jhoward@acnj.gov](mailto:jhoward@acnj.gov)

**Alternate Planner/Engineer**

John J. Hess, PE, PP, CME  
849 W. Bay Avenue  
Suite 16  
Barnegat, NJ 08005  
[jhess@cmeuse1.com](mailto:jhess@cmeuse1.com)

**Board/Commission Secretary**

*interim* Lisa D'Alessandro  
City Hall - Suite 508  
1301 Bacharach Boulevard  
Atlantic City, New 08401  
[LDalessandro@acnj.gov](mailto:LDalessandro@acnj.gov)

**PLEASE NOTE: APPLICATIONS WILL NOT BE ACCEPTED WITHOUT PAYMENT. SEE ATTACHED FEE SCHEDULE AND W-9. (CHECKS ARE PAYABLE TO THE CITY OF ATLANTIC CITY) TWO SEPARATE CHECKS PLEASE**

2. For applications requiring the Applicant to notice the public pursuant to N.J.S.A. 40:55 D-12, the Applicant shall provide the Block (s) and Lot (s) numbers, which are subject of the application, and a check for \$10.00 (made payable to the City of Atlantic City) in a separate envelope to: (See Form #2)

City Hall - Suite 506  
1301 Bacharach Boulevard  
Atlantic City, NJ 08401

**THE DIVISION OF PLANNING WILL NOT BE RESPONSIBLE FOR LOST APPLICATIONS IF THEY ARE NOT SUBMITTED TO THE BOARD SECRETARY**

3. The Applicant shall, within 7 days of receipt of the check by the Division of Planning, be furnished with the names and addresses of all owners of property located within the 200-foot radius as shown on the latest property ownership records.
4. The Applicant will be notified in writing and within 45 days, of any deficiencies in the application package. These deficiencies must be addressed along with providing any required additional information and/or plans prior to the second submission.
5. The second submission is the applicant's response to the Completeness Review and shall fully address (if possible) the deficiencies found in the initial application. Three (3) sets of the updated package shall be submitted in individual envelopes addressed to the City Planner, City Engineer & Board Secretary.

A cover letter shall be included in the packets to advise these officials that:

- The attached packages are being submitted in response to the deficiencies found in my initial application.
  - **Upon review of the second submission and with 30 days, the applicant will be notified in writing by the Board Secretary if the application has been deemed complete for review by the Planning Board.**
6. The third submission shall be individually packaged in eighteen (18) separate sets of plans, exhibits and applications, and submitted in acceptable mailing envelopes with the proper addresses **non-metered postage** when postage is required. A digital submission is also required. (See attachment on page 6 entitled, "ADDRESSES FOR APPLICATIONS AND PLANS".) The return address in the left-hand corner must be:

City of Atlantic City Planning Board  
1301 Bacharach Boulevard  
City Hall - Suite 508  
Atlantic City, NJ 08401

## DO NOT SEAL THE ENVELOPES

7. In addition to notification concerning deficiencies in the application, the Applicant will be notified of the application fee required for the processing of the application. No application will be deemed complete unless the fee and any escrow amounts have been paid in full. All checks shall be made payable to the **City of Atlantic City** and shall be submitted along with a copy of the fee schedule and escrow deposit slip and W-9 (when applicable) to:

Lisa D'Alessandro  
Board/Commission  
1301 Bacharach Blvd.  
City Hall - Suite 508  
Atlantic City, NJ 08401

8. “The amount of fees submitted for an escrow deposit are estimates. It is recognized that additional escrow fees may be necessary for particular applications. Additional fees which are more than the original amount specified for the escrow deposit may be required in order to pay the reasonable costs incurred in the review of the application. When requested the additional escrow deposit fees shall be deposited prior to the application being permitted to move forward in the approval process or prior to obtaining Certificates of Occupancy for any portion of the application project.”
9. Upon submission of the completed application, including all fees and escrow deposit amount, the applicant will be notified, in writing, regarding the hearing date scheduled for the application.
10. Where **Site Plan Approval** is required, the application must be prepared in accordance with Articles XX, XXII and XXIII of the Land Use Development Code of the City (Chapter 163 of the City Code).
11. Applications for **Conditional Use Approval** also require Site Plan Approval. The procedures are the same as item 10 above.
12. Once a hearing date has been scheduled, the Applicant shall, 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). Said notice is required whether affected properties are located within or without the City of Atlantic City.

Notice shall be given by hand delivery (signature required) to said property owner or his legal agent or representative; or by mailing a copy by certified mail (white receipt only). **Also, the applicant must serve notice by certified mail to all local utility companies, see attached list on page 7.**

A sample NOTICE has been included with this package (See Form #3)

13. Notice of the application must also be published as a legal notice in “THE PRESS OF ATLANTIC CITY”, at least 10 days prior to the date of said hearing (also Form 3).
14. After the legal notice requirements have been completed, and before the hearing date, the applicant shall execute the Affidavit of Service (see Form #4), and submit it to the Board Secretary along with the Certified Mail White Receipts and a Certified Copy of the Legal Notice from The Press.
15. The applicant, his agent or attorney shall appear before the Planning Board to present the application and to answer questions in support of said application.

\*If the applicant is a corporation, the application **must** be presented by an attorney.

16. If the application has been approved by the Planning Board, the Applicant must submit eight (8) sets of the approved plans, revised to address any plan conditions, together with the “Final Plan Certification Form”, to the Division of Planning for Final Plan Certification (see Form #5.) The plans will be certified and distributed to the various city agencies requiring this information in order that any licenses and/or permits may be obtained by the Applicant.
17. § 163-174. Limitations. [Amended 6-15-1988 by Ord. No. 1-1988] No variance granted pursuant to this chapter shall be valid for a period longer than one year from the date of issue, unless a building permit is issued and construction is actually begun within that period and is thereafter diligently pursued to completion or an occupancy permit is obtained and a use commenced within that period.

## **PROCEDURES FOR FILING APPLICATIONS FOR SUBDIVISION AFTER APPROVAL BY THE PLANNING BOARD**

### **MINOR SUBDIVISION**

The Applicant shall within 190 days after the approval of a minor subdivision by Planning Board:

- 1) Submit the Plats for signature to the Secretary of the Planning Board 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**

The Applicant shall subsequent to final subdivision approval by the Planning Board:

- 3) Submit the plats for signature to the Secretary of the Planning Board on a plat in conformity with the provisions of the “Map Filing Law.”
- 4) 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 Planning Board may extend the period for recording for an additional period not to exceed 190 days from the date of the signing of the plat.



**This is a list of utility companies that service the City of Atlantic City. Please notify all entities listed at least ten (10) days in advance of the public hearing.**

**ATLANTIC CITY MUNICIPAL UTILITIES AUTHORITY**

Attn: Garth Moyle, Deputy Director – (609) 345-3315  
P.O. Box 117 @  
401 N. Virginia Avenue  
Atlantic City, New Jersey 08404-0117  
[gmoyle@acmua.org](mailto:gmoyle@acmua.org)

**ATLANTIC CITY SEWERAGE COMPANY**

Attn: Walter Miller – 609-345-0131  
1200 Atlantic Avenue, Suite 300  
Atlantic City, New Jersey 08401  
[bbruckler@acsewerage.com](mailto:bbruckler@acsewerage.com)

**ATLANTIC COUNTY UTILITIES AUTHORITY**

P.O. Box 996  
Pleasantville, New Jersey 08232-0996

**ATLANTIC CITY ELECTRIC**

Attn: Mr. Gregory Brubaker, PE  
2542 Fire Road  
Egg Harbor Township, New Jersey 08234

**SOUTH JERSEY GAS COMPANY**

Atlantic Division  
Attn: Jim Brun – (609) 645-2690 ext. 6313  
111 N. Franklin Boulevard  
Pleasantville, New Jersey 08232-0996

Division of Planning  
1301 Bacharach Blvd.  
City Hall – Suite 508  
Attn: Lisa D’Alessandro  
Atlantic City, NJ 08401  
[LDalessandro@acnj.gov](mailto:LDalessandro@acnj.gov)

RE: **Request for Certified List of Property Owners**

To Whom It May Concern:

Enclosed please find a check or money order for \$10.00 made payable to the City of Atlantic City. This payment covers the cost of a Certified List of Property Owners within a 200 foot radius of Block \_\_\_\_\_, Lot(s) \_\_\_\_\_  
Known as \_\_\_\_\_

Please Forward To:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTICE SERVED ON PROPERTY OWNERS  
WITHIN 200 FEET OF SUBJECT PROPERTY**

**PLANNING BOARD  
ATLANTIC CITY, NEW JERSEY**

Notice is hereby given that a written application has been filed by the undersigned with the Atlantic City Planning Board for a \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

in and upon the property shown as Block(s) \_\_\_\_\_, Lot(s) \_\_\_\_\_  
on the official map of the City of Atlantic City, known as \_\_\_\_\_

\_\_\_\_\_

A public hearing on the above-mentioned application has been scheduled for the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at 10:00 a.m. Said hearing shall be located in:

City Hall  
Council Chambers – Room 206  
1301 Bacharach Blvd.  
Atlantic City, NJ 08401

The public is invited to attend this meeting.

**The above application and all plans relative thereto have been filed with the Board Secretary, City Hall, Room 508, Atlantic City, NJ. The file is available for inspection Monday through Friday, 9:00 a.m. to 4:00 p.m.**

This notice is given in compliance with the requirements of Section 163-198 of the Land Use Development Code of the City of Atlantic City.

Name of Applicant: \_\_\_\_\_

Publication Date: \_\_\_\_\_

**AFFIDAVIT OF SERVICE**

**Planning Board**

**ATLANTIC CITY, NEW JERSEY**

I, \_\_\_\_\_ of full age, being duly sworn according to law upon oath depose and say:

- 1) That on \_\_\_\_\_, 20\_\_\_\_, which was at least ten (10) days prior to the hearing date, I did give personal notice to all utility companies and property owners within 200 feet of the premises located on Block(s) \_\_\_\_\_ Lot(s)

\_\_\_\_\_ All as shown on the tax map of the City of Atlantic City, County of Atlantic, State of New Jersey. The premises is further identified as \_\_\_\_\_ (street address).

- 2) Notices were also served upon (Check if applicable):

- County Planning Board
- State Planning Commission
- New Jersey Department of Transportation
- Clerk of Adjoining Municipalities
- Public Utilities, cable Television Companies and Local Utilities

- 3) A copy of said notice is attached hereto and marked "Exhibit A".

- 4) Notice was also published in the Press of Atlantic City, Legal Section.  
A copy of the Affidavit of Publication is attached hereto and marked "Exhibit B".

- 5) A copy of the certified list of property owners within 200 feet of the premises provided by the City of Atlantic City is also attached hereto and marked "Exhibit C"

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_

# FINAL PLAN CERTIFICATION FORM

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Signed Consent: \_\_\_\_\_ Date: \_\_\_\_\_

Street Address of Property: \_\_\_\_\_

Legal Description of Property: Block(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

Project Description: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
----------------------------

Distribution:           Division of Planning  
                              Division of Construction  
                              Division of Fire Prevention  
                              Office of the Tax Assessor  
                              Office of the City Engineer