

ATLANTIC CITY PLANNING BOARD

CITY HALL - SUITE 508
ATLANTIC CITY, NEW JERSEY 08401-4603
(609) 347-5404 Fax: (609) 347-5345



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 508
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) 347-5404.

Thank you for your cooperation.

RULES AND REGULATIONS

1. The Applicant shall submit to Arlene Wilkerson, Board Secretary, City Hall, Suite 508, three (3) sets of the application package 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:

Regina Armstrong, Asst. Planning Director
City Hall - Suite 508
1301 Bacharach Blvd.
Atlantic City, NJ 08401

Russell Cipolla, City Engineer
City Hall - Suite 603
1301 Bacharach Blvd.
Atlantic City, NJ 08401

Arlene M. Wilkerson, Secretary
Board/Commission
City Hall - Suite 508
1301 Bacharach Boulevard
Atlantic City, New 08401

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

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)

Betty J. Lewis
Principal Planning Aide
City Hall - Suite 508
1301 Bacharach Boulevard
Atlantic City, NJ 08401

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 twenty (22) separate sets of plans, exhibits and applications, and submitted in acceptable mailing envelopes with the proper addresses **non-metered postage** when postage is 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:

Arlene Wilkerson, Secretary
Board/Commission
1301 Bacharach Blvd.
City Hall - Suite 508
Atlantic City, NJ 08401

8. Upon submission of the completed application, including all fees and escrow amount, the applicant will be notified, in writing, regarding the hearing date scheduled for the application.
9. 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).
10. Applications for **Conditional Use Approval** also require Site Plan Approval. The procedures are the same as item 9 above.
11. 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)

12. 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).
13. 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.
14. 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.

15. If the application has been approved by the Planning Board, the Applicant must submit six (6) 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.

**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.

ADDRESSES FOR APPLICATIONS & PLANS PLANNING BOARD MEMBERS

Planning Board Members

Mayor Don Guardian*
City Hall – Room 706

Henry White, Chief of Police*
Public Safety Building
3rd Floor

Kaleem Shabazz, Councilmember*
City Council Offices
City Hall – Suite 311

Steven L. Young, Chairperson
1835 Arkansas Avenue
Atlantic City, NJ 08401

Dennis Konzelman
706 N. Ohio Avenue
Atlantic City, NJ 08401

Mohammad Rasheed
218 N. Arizona Avenue
Atlantic City, NJ 08401

Judah Dorrington
1834 Beach Avenue
Atlantic City, NJ 08401

Herbert Ushewokunze VII
#4 Lighthouse Court
Atlantic City, NJ 08401

Mea Solomon
450 N. Ocean Avenue
Atlantic City, NJ 08401

Other Officials

John W. Daniels, Esquire
1001 Tilton Road, Suite 203
Northfield, NJ 08225

Garth Moyle, Deputy Director
A.C.M.U.A
P.O. Box 117
Atlantic City, NJ 08404

Regina Armstrong *
Asst. Planning Director
City Hall – Suite 510

Anne Rosenberg
P.O. 7536
Atlantic City, NJ 08401

Arlene Wilkerson, Secretary*
Board/Commission
City Hall – Suite 508

Novelette Hopkins*
Tax Assessor
City Hall – Suite 606

Russell Cipolla*
City Engineer
City Hall – Suite 603

Wally Shields*
Construction Official
City Hall – Suite 101

Mohammad Hatefi*
Chief Fire Official
Atlantic City Public Safety Building

Health Officer*
City Hall – Suite 409

NO POSTAGE REQUIRED*

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, N.J. 08404-0117

ATLANTIC CITY SEWERAGE COMPANY
Attn: Walter Miller – (609) 345-0131
1200 Atlantic Avenue, Suite 300
Atlantic City, NJ 08401

ATLANTIC COUNTY UTILITIES AUTHORITY
P.O. Box 996 (609) 272-6950
Pleasantville, N.J. 08232-0996

VERIZON
Attn: Anthony Dowe
11 S. Shore Road
Marmora, N.J. 08223

ATLANTIC CITY ELECTRIC
Corporate Offices
5100 Harding Highway
Mays Landing, N.J. 08330

COMCAST CABLE COMPANY
Attn: Brian Warren – (609) 641-2061
901 W. Leeds Avenue
Absecon, N.J. 08201

SOUTH JERSEY GAS COMPANY
Atlantic Division
Attn: Jim Brun – (609) 645-2690, Ext. 6313
111 N. Franklin Boulevard
Pleasantville, N.J. 08232-0996