



OFFICE OF
VENTNOR CITY ZONING BOARD
VENTNOR CITY PLANNING BOARD

CITY HALL
VENTNOR CITY, NEW JERSEY 08406
(609) 823-7987

Information can be found on City Website: www.ventnorcity.org

Meetings held in **Municipal Court Room at 6:30 pm** on specified dates

Application for Certificate of Non-Conformity by Zoning Board

Ventnor City, New Jersey

Please Type or Print Clearly

1. Date of Application: _____

2. **Zoning District:**

R-1 _____ Single Family	R-2 _____ Single Family	R-3 _____ Single Family
R-4 _____ Single Family	R-5 _____ Single Family	R-6 _____ Single Family
R-7 _____ Single Family	R-8 _____ Single Family	
R-9 _____ Single Family,	R-10 _____ Environmental: Ventnor West	
R-11 _____ Special Development District	COMM _____ City Commercial District	
CMU _____ Commercial Mixed Use	DCD _____ Design Commercial District	

3. **Subject Lot:**

Street Address (es) _____

Block Number: _____ Lot Number (s): _____

Total Area (in Square Feet): _____

Lot Frontage: _____ Lot Depth: _____

4. **Information about the Applicant**

Full Name (s): _____

If Business entity, Names of Officers or Principals (Subject disclosure statement if appropriate)

Property Address: _____ Zip Code: _____

Other Residence Address: _____ Zip Code: _____

Mailing Address (Address that all correspondence will get mailed to): _____

_____ Zip Code: _____

Phone Number (s) (Include Area Code):

Home Address: _____ Cell Phone: _____

Business Address: _____ Best Number to call: _____

Email Address (s): _____

Professionals representing the applicant: (Check applicable professional and provide information)

____ Attorney: Name: _____ Phone: _____

Address: _____

5. **Current Use of the property (Supply copies of relevant documents with this application):**

- a. _____
- b. _____

6. **Certificate of Non-Conformity being sought for:**

- a. Use: _____
- b. Structure: _____
- c. Both: _____

7. **Test Date:** _____

- a. **Include Letter from Ventnor Building Department to verify this date**

8. **Narrative:** Explain in detail the present nature of the Non-Conformity. This narrative should include a description of the current and proposed conditions of the property. Failure to include a complete narrative can constitute an incomplete application. Use another sheet if necessary:

- i. _____

9. **Prior Actions:**

- a. Detail any prior hearing and/or decision relevant to this application. Supply date, name of Board, and results. If none, check here: _____
 - i. _____
- b. Detail any current and prior permits on the property that could be relevant to the application:
 - i. _____

Signature of Applicant (s):

Date: _____

Date: _____

Notarized Statement by Applicant:

State of New Jersey)

ss.

County of Atlantic)

_____, ***being duly sworn according to the law, deposes and says, that the statements contained in the above application and the statements contained in the papers submitted herewith are true. Sworn to and subscribed before me this _____ day of _____ 20____.***

Notary Seal _____

FORM FOR PROOF OF SERVICE

STATE OF NEW JERSEY)

ss.

COUNTY OF ATLANTIC

_____ of full age, being duly sworn according to the law,
disposes and says, that he/she resides at _____ in the
City of _____, County of _____; and the State of
_____ that he/she is the applicant in a proceeding before the
Planning/Zoning Board, Ventnor City, New Jersey, being an application under the City's Development
Regulations, and which relates to the premises known as

Block _____, Lot _____; that he/she gave notice of this proceeding to each and all of the
owners of property affected by said application according to the rules of the Ventnor City Development
Regulations by personal service and/or by registered mail on _____, 20 _____. A true
copy of said notice is attached to this affidavit, together with the list of property owners upon whom same
was served.

Applicant Signature

Sworn to before me on this

_____ day of _____, 20 _____

Notary Public

Seal of Notary

City of Ventnor City Zoning Board

Certificate of Non-Conformity Application Checklist

This list is for each and every copy submitted of application

- I. _____ Signed and Notarized application
- II. _____ Check for application fee and notice of decision fee of \$350.00.
- III. _____ Copy of Ventnor City Tax map highlighting the applicant property
- IV. _____ Set of color photographs showing Interior & Exterior (if applicable)
 - a. Include photos of neighboring properties if applicable
- V. _____ Copy of Ventnor City Residential Property Card
 - a. This is available from the Ventnor City Tax Assessor
- VI. _____ Certification that Property Taxes are current
 - a. This can be obtained from Tax Office
- VII. _____ Copies of Electric Bills
 - a. Showing number of meters
- VIII. _____ Copies of Water Bills
 - a. Showing number of meters
- IX. _____ Polk Directory notices
 - a. Available from Atlantic County Library
 - b. Show various years prior to and past test date
- X. _____ Affidavits
 - a. From neighbors or other entities verifying conditions
- XI. _____ Land Use Certificates
 - a. Available from Building Department
 - b. Available only if property was purchased after 1983
- XII. _____ Agreement of sales
- XIII. _____ 1 original set and 16 additional copies of the entire application packet
 - a. Total of 17 copies