



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](http://www.ventnorcity.org)

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

**Application for Certificate of Non-Conformity**

- I. Applications and drawings shall be delivered to the Zoning Office – Office 4 in City Hall
  - a. All items must be collated and stapled in chronological order
- II. Seventeen complete sets of applications with all supporting paperwork shall be submitted to the Zoning Office
  - a. Applications must include all items on the attached checklist
  - b. Applications must 1 original set and 16 copies of the entire application packet
- III. Applications must be reviewed by the Zoning Official and deemed **COMPLETE** before it may be placed on a meeting's agenda.
- IV. Questions for applications and projects should be directed as follows:
  - a. Zoning Board:
    - i. Jimmie Agnesino – Planning and Zoning official
      1. 609-823-7987
      2. [jagnesin@ventnorcity.org](mailto:jagnesin@ventnorcity.org)
    - ii. James E. Pacanowski II – Zoning Board Secretary
      1. 609-823-7997
      2. [jpacanowski@ventnorcity.org](mailto:jpacanowski@ventnorcity.org)
- V. Any applicant may request, in writing, at the time of the submission of an application that a certified court reporter be present to transcribe any testimony or Board discussion at a meeting. The cost for such transcription shall be born solely by the applicant. The applicant shall have the sole responsibility for arranging for a certified court reporter to attend said meeting. When such transcription is prepared, four (4) copies of the same shall be provided to the Board at no cost to the municipality or the Board.
- VI. All fees set forth herein are non-refundable.
- VII. The application fee for a CNC is \$350 which includes the Notice of Decision fee.
  - a. The secretaries of the Planning and Zoning Boards shall not have the ability to waive or modify any fees
  - b. Any request for waiver of a fee shall be made in writing at the time of filing of an application; however, the applicant must post the necessary application and escrow fees as required by this subchapter in order to be heard by the respective Board.
- VIII. **Finalizing the Application**
  - I. **Special Board Meetings:**
    - a. Requests for special Board meetings by the applicant other than those publicly scheduled shall require a **flat fee of \$750.00 in addition to all other fees and escrows** as set forth in this section. Special Board meetings can only be requested through written requests to both the Board Secretary and Board Chairperson and shall be in the exclusive discretion of the Board to grant or deny the same. Nothing in this section shall be deemed a requirement that the Planning or Zoning Board hold any special meeting.
  - II. **Application Checklist:**
    - a. Please utilize the Application Checklist found on the application to insure that all supporting paperwork is included in the application. Failure to provide all needed paperwork can delay the application process.
  - III. **Representation:**
    - a. The applicant, his or her agent or attorney, shall appear before the Board to present proof and answer questions in support of the application, at the time and place fixed for the hearing.
    - b. **If the applicant is a Corporate Applicant (i.e. LLC), they MUST be represented by an attorney.**
  - IV. **Notice of Hearing**, as required by NJS 40:55d-11 and NJS 40:55d-10b:
    - a. The applicant, shall at least Ten (10) business days prior to the time appointed for said hearing, give personal notice to all owners of the property situated within or without the City, as shown on the most recent tax list(s) of the City(s) properties which are located with 200 feet of the property affected. This notice must be mailed via "Certified Mail" with a "Return Receipt Requested."
    - b. The tax list may be obtained (for a cost) from the City Tax Collector's office.
    - c. **The white post office receipts along with a copy of the Tax List must be submitted to the Board Secretary no later than the Monday before the Hearing. The list must be sequentially arranged by the Tax List.**

- d. ***The "Green" cards from the mailing must be submitted to the Board Secretary no later than 12:00 noon the day of the hearing.***
- e. Notice of Hearing and Application must be given, as above, to the following when proximity or size requires:
  - i. City Clerk office of adjoining municipalities if within 200 feet on another municipality
  - ii. County Planning Board if within 200 feet of State highway
  - iii. NJ Commissioner of Transportation if within 200 feet of State highway
  - iv. Director of the Division of State and Regional Planning if the application involves 150 acres or more or 500 or more dwelling units.
  - v. Department of Conservation and Development if a Site Plan approval is requested
- f. Where a Variance is granted, all necessary permits for the work contemplated by the appeal shall be secured within one (1) year of the date of Board action, and the building or alteration, as the case may be, shall be commenced within one (1) year of the issuance of the building permit. Upon failure to comply with these requirements such approval shall be automatically rescinded.
- g. ***Work granted by the Boards shall not commence or permits issued until the Board approves the Resolution which is approximately 30 days from the initial Board Hearing.***
  - i. Applicants have a 45 day appeal option for any and all hearings approved or denied
- h. ***The applicant must also, within 10 business days of the hearing date, give public notice via the local newspaper (the AC Press or other appropriate newspaper) of said hearing and dates thereof.***
- i. The verbiage of the public notices shall be as follows:

You are hereby notified that I have applied to the Ventnor (Zoning Board or Planning Board) for (describe variance, subdivision, or plan) which will permit me to do the following:

***Insert a brief description of what will be done to the property and what variances are being requested. Include the precise owners name, street address, and block and lot.***

The requested action includes, in addition, any such variances, waivers, and exceptions as might otherwise be deemed necessary by the Board. A public hearing on my application will be held by the (Zoning or Planning) Board on (Day and week) (Exact Date) and (Time of Meeting -6:30 pm) in the Municipal Court Room in Ventnor City Hall at 6201 Atlantic Avenue, Ventnor City, NJ. Copies of the application are on file in the City Building Department for review by the public prior to the scheduled hearing. If you have any objection to the granting of this (these) variance(s), please attend the meeting and you will be heard.