

**CERTIFICATION OF PRE-EXISTING, NON-CONFORMING USE**  
**INSTRUCTION SHEET**

A prospective purchaser, prospective mortgagee, or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a certificate certifying that the use or structure existed before the adoption of the ordinance which rendered the use or structure nonconforming. The applicant shall submit documentation to support such certification. Unless a specific ordinance amendment rendered the use nonconforming, the Applicant shall demonstrate that the use existed prior to October 30, 1958.

**SUBMISSION**

WHERE TO FILE: Board of Adjustment  
475 DeMott Lane  
Somerset, New Jersey 08873  
(732) 873-2500 FAX (732) 873-1059

WHAT TO FILE: The applicant shall submit 20 copies of the following:

- 1) Completed application for Pre-existing Nonconforming Use (attached).
- 2) Any affidavits, certifications or other documents to support the contention of pre-existing nonconformance.
- 3) A survey showing the location and extent of the nonconforming use.

FEES: \$10.00 for each certificate issued pursuant to N.J.S.A. 54:5-14 and \$2.00 for a continuation thereof if made within three years of the date of the issuance of the original certification pursuant to N.J.S.A. 54:5-15.

Escrow: See attached Sheet

**PUBLIC HEARING**

The applicant will be advised of the date scheduled for a public hearing on the application. Within 45 days of action by the Board, the action taken will be reduced to writing and presented to the Board for adoption in the form of a resolution. The date of adoption of the resolution is the official date of approval of the application.

**PROCEDURES AFTER APPROVAL**

Upon adoption of a resolution by the Board, a copy of the resolution will be forwarded to the applicant within 10 days after adoption. The applicant shall comply with all conditions of approval, if any, as noted in the resolution.

