

CITY OF JERSEY CITY

Department of Housing, Economic Development & Commerce
Division of City Planning



Interdepartmental Memorandum

DATE: 3/23/2021
TO: Planning Board Commissioners
FROM: Maggie O'Neill, Historic Preservation Officer
Matt Ward, PP, AICP Supervising Planner
RE: Exhibits related to proposed amendments to regarding applications, checklists, notice, waste management, review procedures, and hearing requirements

Planning Staff has determined that the checklists for applications required an update due to new chapters of the Municipal Code like Chapter 187 (Inclusionary Zoning Ordinance), updates to sections of 345 like the traffic impact assessment and stormwater management, as well as the technological requirements and processes that COVID-19 and social distancing have accelerated in the Division of City Planning. Planning Staff recommends that the existing §345-31 and §345-31.1 are stricken and rewritten.

Enclosed in this memo are the following:

- The existing Chapters §345-30.A, §345-31, and §345-31.1 for your reference.
- A draft update to the General Development Application that will correspond with the proposed new checklists

The proposed amendments to Chapters §345-30.A, §345-31, and §345-31.1 are under separate cover.

EXISTING CHAPTERS TO BE REPLACED FOR REFERENCE.

§ 345-30. - Historic preservation review procedures.

- A. Certificate of Appropriateness/Certificate of No Effect. No permit shall be issued or amended nor shall any construction, alteration, minor alteration, ordinary maintenance and repair or demolition be started on a landmark building nor on any sign, building, structure, object, site or landscape feature within a designated historic district, whether or not a construction permit is required, prior to a filing of an application for review by the Historic Preservation Commission or the issuance of either a Certificate of Appropriateness or a Certificate of No Effect. **[Amended 11-10-2010 by Ord. No. 10-129]**
1. Application for Review. Application for a Certificate of Appropriateness or a Certificate of No Effect shall be made on forms available in the Division of City Planning. A completed application form shall be returned to the Division of City Planning and shall be accompanied by:
- Appropriate sketches and/or signed drawings.
 - Current photograph(s) of façade showing detail, if applicable.
 - A copy of Tax Assessor's 1938 photo showing façade, if not already on file with the Division of City Planning.
 - Specifications of all materials to be used, including catalog lot sheets, sample paint chips, etc.
 - A detailed description explaining the proposed construction, alterations, minor alterations, ordinary maintenance and repair or other changes; a contract for work shall be submitted if applicable. If the proposed changes are to be presented to the Planning Board or Board of Adjustment, the same documentation for submission to those Boards shall be submitted to the Commission in addition to the above-required items.

§ 345-31. - Applications and checklists.

No submission shall be deemed a complete application unless the items, information and documentation listed in the applicable checklist are submitted to the Division of City Planning. If any required item is not submitted, the applicant must request in writing a waiver and state the reasons supporting each such request.

- A. General Development Application. The Division of City Planning maintains and makes updates as necessary to the General Development Application. A copy of the Application is available upon request from Division of City Planning staff or a digital version is accessible through the City's official website.

- B. "A" and "B" Appeals Checklist.

CASE #:	
DATE:	

PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

"A" and "B" Appeals Checklist					
	Submitted			Waiver Requested *	Remarks (For Staff Use Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance					
3. Affidavit of Ownership					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Notice of Rejection which has been signed by the Zoning Officer, it available.					
6. Notice of Appeal from the opinion of the Zoning Officer, if applicable.					
7. Application Fee.					
8. A Statement of Principal Points relative to the appeal .					
9. Certified list and block diagram of all property owners within 200 feet.					
10. Notice to property owners. (Must be submitted at least 14 days prior to the hearing for staff review).					

11. The following must be submitted at least 2 days prior to the hearing:					
A) Certified Mail Receipts					
(1) Mounted on 8.5 × 11 bound paper					
(2) Six to a page					
(3) Arranged in the same order as indicated on the certified list of property owners (a properly certified U.S. Postal Form 3877 will be accepted in lieu of the mounted receipts, provided that the addresses are arranged in the same order as indicated on the certified list) RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED					
B) Affidavit of Proof of Service					
C) Affidavit of Publication					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

C. "C" and "D" Variance Checklist.

[Amended 12-14-2011 by Ord. No. 11-148; 5-9-2012 by Ord. No. [12-060](#); 1-23-2013 by Ord. No. [13-001](#); 6-24-2020 by Ord. No. [20-044](#)]

CASE #:	
DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

"C" and "D" Variance Checklist					
	Submitted			Waiver Requested*	Remarks (For Staff Use Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance.					
3. Affidavit of Ownership.					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Current survey upon which plan is based.					
6. A Statement of Principal Points relative to the variance as per <u>N.J.S.A. 40:55D-70(c)</u> and (d).					
7. Original certified list and block diagram of all property owners within 200 feet.					
8. Notice to property owners (Must be submitted at least 14 days prior to the hearing for staff review).					
9. Affidavit of Vacant and Nonconforming Use indicating length of time property has been vacant, if applicable.					
10. Fourteen sets of folded plans (once complete) of proposed buildings or alterations with the following information:					
A) All pages must bear an original signature and seal of an engineer or architect licensed in New Jersey.					
B) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning districts, streets and					

lots involved in the application. To be located on the first numbered drawing sheet.					
C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variances, deviations or design standard waiver requests. If any, clearly noted.) One table per plan set, to be located on the first numbered drawing sheet.					
(1) Density.					
(2) Height.					
(3) Floor Area Ratio.					
(4) Setbacks.					
(5) Vehicle parking (# of spaces, stall dimensions).					
(6) Bicycle parking (# of spaces).					
(7) Loading (# of berths, dimensions).					
(8) Access (circulation, driveway width, curbcut dimensions).					
(9) Signage.					
(10) Landscaping.					
(11) Bonus provisions.					
(12) Building coverage for each structure, if more than one is part of development parcel.					
(13) Lot dimensions.					
(14) Lot size in square feet.					

(15) Buffer areas.					
(16) Gross floor area.					
(17) Lot coverage.					
(18) Design standards (list all for which a waiver is requested).					
D) The scale shall be a minimum of: 1" = 20;ft; for tracts up to 40 acres or 1" = 50;ft; for tracts over 40 acres. (No 15' scale)					
E) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
F) Demolition plan, if applicable.					
G) Floor plans with all room dimensions, including basement plan and roof plan.					
H) GAR details needed to calculate ratio, if applicable.					
I) Elevations, with details of materials and colors, for all applicable facades and window dimensions.					
J) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
K) Sign details, if applicable.					
L) North arrow; designated so that the north arrow is facing the top of the page.					
M) Street addresses and block number(s).					
N) Dates of drawings and revisions, if any.					

O) Graphic scale.					
P) Project title.					
11. Notice of rejection, which has been signed by the zoning officer, if available.					
12. Current color site photo and photo including adjacent properties, where applicable					
13. Application fee.					
14. Certificate of tax and water bills paid.					
15. 10% disclosure statement, if applicable					
16. Application filed with the historic preservation Commission, if applicable					
17. Completed green area ratio (GAR) Excel sheet, if applicable.					
18. The following must be submitted at least 2 days prior to the hearing:					
A) Certified mail receipts.					
(1) Mounted on 8.5 × 11 bound paper					
(2) Six to a page					
(3) Arranged in the same order as indicated on the certified list of property owners (a properly certified U.S. Postal Form 3877 will be accepted in lieu of the mounted receipts, provided that addresses are arranged in the same order as indicated on the certified list) RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED.					
B) Affidavit of proof of service.					

C) Affidavit of publication.					
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* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

D. Minor Site Plan Checklist.

CASE #:	
DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

Minor Site Plan Checklist					
	Submitted			Waiver Requested*	Remarks (For Staff Use Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Plan drawn, signed, and sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey.					
3. The scale shall be a minimum of 1" = 20' or as required by the Planning Staff. No 15' scale.					
4. The plan size shall be one of the following: 8.5 × 13"; 15 × 21"; 24 × 36"; or 30 × 42".					

5. Current survey upon which plan is based.					
6. A key map at a scale not less than 1" to 600' depicting a 1,000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.					
7. Title block and basic information:					
A) Project Title.					
B) Date of Original Preparation and Date(s) of revision.					
C) North arrow to be designed so that north is facing the top of the page.					
D) Graphic Scale.					
E) Tax block, lot numbers and street addresses.					
F) Name, address and license number of person preparing plan.					
8. Zoning table, located on first numbered page.					
9. Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
10. GAR details needed to calculate ratio, if applicable.					
11. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
12. Affidavit of Performance.					
13. Affidavit of Ownership.					
14. 10% disclosure, if applicable.					

15. Letter of Rejection from Zoning Officer, if available.					
16. Application fee.					
17. Certificate of tax and water bills paid.					
18. Current color site photo and photo including adjacent properties, where applicable.					
19. Elevations of all applicable facades, including window dimensions.					
20. Roof plan, if applicable.					
21. Application filed with the Historic Preservation Commission, if applicable.					
22. Completed green area ratio (GAR) Excel sheet, if applicable.					
23. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number					
(b) architectural and engineering plans preferably 24" x 36"					
(c) subdivision plats and survey preferably 24" x 36"					

(d) renderings and other visual project representations					
(e) professional reports (i.e. stormwater management)					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf.					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

E. Preliminary and Final Major Site Plan Checklist.

CASE #:	
DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

Preliminary and Final Major Site Plan Checklist					
Planning Completeness	Submitted			Waiver Requested*	Remarks (For Staff Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					

2. Affidavit of Ownership.					
3. Affidavit of Performance.					
4. 10% disclosure, if applicable.					
5. Letter of Rejection from Zoning Officer, if available.					
6. Current color site photo and photo including adjacent properties, where applicable.					
7. Application Fee.					
8. Certificate of tax and water bills paid.					
9. The following number of plans shall be submitted:					
A) One when initial application is filed.					
B) Review agent sets (when instructed by staff).					
C) Fourteen for Planning Board (when completed).					
D) Eleven for Zoning Board (when completed).					
10. All plans shall include:					
A) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.					
B) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages.					
C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variance or design standard waiver request, if any, clearly noted). One table per plan set, to be located on the first numbered drawing sheet.					

(1) Density.					
(2) Height.					
(3) Floor area ratio.					
(4) Setbacks.					
(5) Vehicle parking (# of spaces, dimensions).					
(6) Bike parking (# of spaces).					
(7) Loading (# of berths, dimensions).					
(8) Access (circulation, driveway width, curbcut dimensions).					
(9) Signage.					
(10) Landscaping.					
(11) Bonus provisions.					
(12) Building coverage for each structure, if more than one is part of development parcel.					
(13) Lot dimensions.					
(14) Lot size in square feet.					
(15) Buffer areas.					
(16) Gross floor area.					
(17) Lot coverage.					
(18) Design standards (list all for which a waiver is requested).					

11. The scale shall be a minimum of 1" = 20' for tracts up to 40 acres or 1" = 50' for tracts over 40 acres. (No 15' scale)					
12. Map size: 8.5 × 13"; 15 × 21"; 24 × 36"; 30 × 42".					
13. The following details shall be on all site plans:					
A) Tax block, lot numbers and street address of site.					
B) Dates of drawings and revisions, if any.					
C) Graphic scale.					
D) Project title.					
E) North arrow.					
F) Landscaping.					
(1) Type.					
(2) Caliper.					
(3) Square footage.					
(4) Height.					
(5) Planting schedule.					
(6) Maintenance procedures and guarantees.					
G) GAR details needed to calculate ratio, if applicable.					
H) Survey showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.					
I) Demolition plan, if applicable.					

J) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
K) Floor plans with all room dimensions including basement plan and roof plan.					
L) Locations of all mechanical and other equipment.					
M) Materials used in paved areas and walks and all other surface treatments.					
N) Lighting: wattage, location, height, attachment details, areas of diffusion.					
O) Fences/walls: height, materials, width of internal details (e.g. pickets), spacing of internal details.					
P) Refuse: location of dumpster, etc., screening height, materials, details of removal path.					
Q) Signage: lettering, dimensions, location, materials equipment, and lighting.					
R) Recreation areas: location, square footage, materials, equipment and lighting.					
S) Elevations of all facades indicating colors and materials and window dimensions.					
T) Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, facade materials, etc. at ¼" scale where appropriate.					
U) Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at ¼" scale where appropriate.					

V) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
W) Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.					
X) Utility connection points into proposed structures (e.g.: facade conduits, transformers) to be detailed on site plans and facade elevations.					
Y) One illustrative site plan depicting details using the following color scheme:					
(1) Asphalt paved areas: gray concrete.					
(2) Paved areas: beige.					
(3) Buildings: dark brown.					
(4) Landscaped areas: light green.					
(5) Trees and scrubs: dark green.					
(6) Water: light blue.					
(7) Signs: red.					
(8) Lighting fixtures: black.					
Z) Circulation: parking spaces, dimensions, aisle widths, location of accessible bike racks/storage, car sharing, sidewalk details, etc.					
AA) Shadow study, if applicable.					
BB) Visual assessment, if required.					

14. Indication of review/approval (if applicable) by Environmental Commission, Department of Environmental Protection, Army Corps of Engineers.					
15. Application filed with Historic Preservation Commission, if applicable.					
16. Indication if property contains a right-of-way preservation area, per map 4.4-1 of the Jersey City Master Plan Circulation Element.					
17. Completed green area ratio (GAR) Excel sheet, if applicable.					
18. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number					
(b) architectural and engineering plans preferably 24" × 36"					
(c) subdivision plats and survey preferably 24" × 36"					
(d) renderings and other visual project representations					
(e) professional reports (i.e. stormwater management)					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as					

assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf.					
Engineering Completeness					
1. The following engineering details shall be included on Plans. Plans will be forwarded to the Division of Engineering and/or other appropriate municipal review agents for comment:					
A) Survey, signed and sealed by a licensed surveyor, showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.					
B) Location of project relative to adjacent properties and improvements, including encroachments.					
C) Topographic data with existing and proposed elevations.					
D) Existing public rights-of-way with the existing and proposed utilities and service connections to the project showing pipe sizes, materials, lengths, rim and invert elevations for sewers, valves and other relevant information. Also, all existing conditions and structures in the adjacent public right-of-way, including but not limited to signposts, hydrants, street trees and tree pits, bus stops, etc.					
E) Proposed and exact location of above and below-ground utilities and amenities, including but not limited to traffic control poles, hydrants, street furniture, and signal boxes.					
F) Entrance to the project from public streets with curbs, drop curbs, aprons, and sidewalks.					
G) Storm system demand, strategy and design with drainage calculations and impact on existing drainage detailed in an Engineering Report, in compliance with the Stormwater Control Ordinance.					

H) Standards and details for curbs, wheel stops, walks, catch basins, trenches, street grade and intersections, pavement cross sections and profiles, traffic control and directional signs.					
I) Parking lot drainage.					
J) Water service connections including valves, hydrants.					
K) Proposed erosion control plan and method of control.					
L) Water supply system demand, strategy and design.					
M) Sanitary sewer system demand, strategy and design.					
N) Traffic study, if required by Planning Director, showing existing and proposed traffic flows and volumes. (Per § 345-17)					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

F. Minor Subdivision Checklist.

CASE #:	
DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

Minor Subdivision Checklist

	Submitted			Waiver Requested*	Remarks (For Staff Use Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Originally signed and sealed maps as described:					
A) One when initial application is filed.					
B) Review agent sets (when instructed by Staff).					
C) Fourteen for Planning Board (when complete).					
D) Eleven for Zoning Board (when complete).					
(1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages.					
(2) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the applications. To be located on the first numbered drawing sheet.					
(3) The scale shall be a minimum of 1" = 20' for tracts up to 40 acres and 1" = 50' for tracts over 40.					
(4) The subdivision plat size shall be one of the following: 8.5 × 13"; 15 × 21"; 24 × 36"; or 30 × 42".					
(5) Zoning table.					
(6) Plat details.					
(a) A definite point of beginning, referenced by adjacent lines.					

(b) Each boundary of the survey, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing.					
(c) The area(s) of both the original and proposed lots.					
(d) Any right-of-way or other permanent easement existing on the property.					
(e) Any building line restrictions of record.					
(f) All property lines not to change shall be indicated by heavy solid lines.					
(g) All property lines to be changed shall be indicated by broken lines.					
(h) All new property lines shall be shown in heavy broken lines.					
(i) Tax block, lot number(s) and street addresses.					
(j) Dates of drawings and revisions, if any.					
(k) Graphic scale.					
(l) Project title.					
(m) North arrow: to be designed so that north is facing the top of page.					
3. Affidavit of Performance.					
4. Affidavit of Ownership.					
5. 10% disclosure, if applicable.					
6. Application Fee.					
7. Certificate of tax and water bills paid.					

8. Current color photo of site and photo including adjacent properties, where applicable.					
9. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number.					
(b) architectural and engineering plans preferably 24" x 36".					
(c) subdivision plats and survey preferably 24" x 36".					
(d) ;renderings and other visual project representations.					
(e) professional reports (i.e. stormwater management).					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf.					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

G. Preliminary and Final Major Subdivision Checklist. [Amended 1-23-2013 by Ord. No. [13-001](#); 1-29-2014 by Ord. No. [14-004](#); 2-24-2016 by Ord. No. [16-028](#)]

CASE #:	
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DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

Preliminary and Final Major Subdivision Checklist					
	Submitted			Waiver Requested*	Remarks (For Staff Use Only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership.					
3. Affidavit of Performance.					
4. The following number of maps as described, and metes and bounds description bearing original signature and seal of the New Jersey licensed surveyor preparing them, shall be submitted:					
A) One when initial application is filed.					
B) Review agent sets (when instructed by Staff).					
C) Fourteen for Planning Board (when complete).					
D) Eleven for Zoning Board (when complete).					
(1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages.					

(2) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.					
(3) The scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 acres.					
(4) The subdivision plat size shall be one of the following: 8.5 × 13"; 15 × 21"; 24 × 36"; or 30 × 42".					
(5) Zoning table.					
(6) Plat details.					
(a) A definite point of beginning, referenced by adjacent lines.					
(b) Each boundary of the survey, shown by metes bounds and bearings, indicated by magnetic, true north or relative bearing.					
(c) The area(s) of both the original and proposed lots.					
(d) Any right-of-way or other permanent easement existing on the property.					
(e) Any building line restrictions of record.					
(f) All property lines not to change shall be indicated by heavy solid lines.					
(g) All property lines to be changed shall be indicated by broken lines.					
(h) All new property lines shall be shown in heavy broken lines.					
(i) Tax block, lot number(s) and street addresses.					

(j) Dates of drawings and revisions, if any.					
(k) Graphic scale.					
(l) Project title.					
(m) North arrow: to be designed so that north is facing the top of the page.					
5. Certified list and block diagram of all property owners within 200'.					
6. 10% disclosure, if applicable.					
7. Application Fee.					
8. Certificate of tax and water bills paid.					
9. Current color photo of site and photo including adjacent properties, if applicable.					
10. Review agent signature sheet, if applicable.					
11. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number.					
(b) architectural and engineering plans preferably 24" × 36".					

(c) subdivision plats and survey preferably 24" × 36".					
(d) renderings and other visual project representations.					
(e) professional reports (i.e. stormwater management).					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf.					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

H. Historic District Checklist.

CASE #:	
DATE:	
PROPERTY ADDRESS:	
APPLICANT:	
OWNER:	

Historic District Checklist					
Paper Documentation	Submitted			Waiver Requested	Remarks (staff only)
	Yes	No	N/A		
1. Completed application form.					
2. Application Fee.					

3. Signed and sealed architectural drawings, if applicable, with colors and materials clearly noted. (13 sets)					
4. Appropriate sketches indicating all proposed materials & colors, if architect's drawing are not required. (13 sets)					
5. All materials & color specifications, including, but not limited to, applicable catalog cuts, detailed drawings or photos, sample paint chips, brick & mortar samples and specifications, window and door specifications (including manufacturer & model) etc. (13 sets)					
6. Current, detailed color photos of existing facade(s). (13 sets)					
7. Copy of Tax Assessor's 1938 photo. (13 sets)					
8. Detailed description of proposed work.					
9. As to any development parcel or part thereof that is now traversed or has been traversed within the last fifty (50) years by a railroad and which parcel is the subject of an ordinance authorizing the acquisition of the parcel by the City for a public purpose, the applicant must submit proof of the abandonment of the railroad use or that an abandonment is not required under the Interstate Commerce Commission termination Act, 49 U.S.C. 10501, or other applicable Federal or State law.					

Digital Submission	Submitted			Waiver Requested	Remarks (for staff only)
	Yes	No	N/A		
1. Digital Submission - the following shall be submitted at least 10 days prior to the scheduled hearing for a Certificate of Appropriateness:					

A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) Certificate of appropriateness application with case number.					
(b) Architectural and engineering plans preferably 24" x 36".					
(c) All materials and colors specifications as previously detailed In the paper documentation checklist.					
(d) Current color photos and 1938 tax photograph.					
(e) professional reports {i.e. engineer's report}.					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Historic Preservation Officer) Example: H00-001 -12101.1 - 555 Washington St. - Rear Yard Addition.pdf					

I. Notice of Public Hearing.

NOTICE OF PUBLIC HEARING

Be advised that a hearing concerning an Application for a Certificate of Appropriateness for proposed work at _____ will be held before the Jersey City Historic Preservation Commission on Monday, _____ at 6:30 pm in the Council Chamber, 2nd Floor, City Hall, 280 Grove Street.

Any member of the public wishing to address the Commission regarding the application may do so at that time.

A copy of the application along with submitted plans and materials is available for review at the Division of City Planning, 30 Montgomery St., Suite 416, Monday through Friday, from 8:30 am to 4 pm.

J. Subdivision Map Digital Submission Standards.

Applicant shall submit a digital subdivision map that meets or exceeds the standards of the New Jersey Division of Taxation and common New Jersey Land Surveying practices. The digital subdivision map shall meet or exceed the standards set forth below. Submissions which do not meet these standards or are unreadable will be returned to the applicant.

1. It is the city's intention to use the subdivision map digital CAD deliverables for inclusion in the Jersey City GIS database and for the maintenance of the city's tax maps. The digital data submitted shall be such that it will be capable of being processed through typical GIS feature development techniques, for both lifework and attribute data, with minimal to no editing of the source CAD data, translation, or other maintenance.
2. Subdivision map information shall be input into a computer utilizing a commercially available computer drafting package. The CAD software output shall be readable by AutoCAD release 2000 or greater.
3. Each subdivision map sheet shall be constructed full scale and georeferenced to the New State Plane Coordinate NAD83.
4. Subdivision map shall be prepared in such a way that all different types of lines are placed on separate layers. The layers to include dimensions/verbiage and locating arrows or directional indicators.
5. Layering shall be the same for all subdivision sheets with each sheet containing the full layer set even though some layers may be void of data. Layer names shall be all upper case and contain no spaces. Underscores may be used to separate portion of the layer names.
6. The subdivision map shall not contain any duplicate linework (i.e. no lines on top of lines). All intersecting lines shall be snapped to within 0.01 feet. There shall be no undershoots or overshoots, and all short line segments shall be deleted.
7. All curves including those along street centerlines shall be true curves. All straight lines between lot corners shall consist of a single line segment with no intermediate nodes. All property boundaries shall be broken at lot line intersections.
8. All files pertaining to the project are to be submitted to one or more CDs or DVDs with an attached table of contents of files including file names and descriptions.

K. Solid waste and recycling management.

**SOLID WASTE AND RECYCLING MANAGEMENT
APPLICATION FOR SUBMITTAL TO THE JERSEY CITY
DIVISION OF PLANNING**

Dear Applicant:

Please be advised that the City of Jersey City recently amended Chapter 287 of the Municipal Code, (Solid Waste) Article V (Recycling), to conform to State-mandated solid waste and recycling requirements.

As a result, applicants seeking to construct multi-family dwellings consisting of three or more units, commercial, institutional or industrial development projects greater than 1,000 square feet of land are required to complete the attached *Solid Waste and Recycling Management Application* when applying to the Jersey City Division of Planning for Site Plan approval.

To ensure compliance with the above, the City of Jersey City has retained the services of NMG Associates, who will review and process the applications on behalf of the City of Jersey City.

Applicants are required to submit (2) two copies of the application with original signatures along with two (2) copies of the site plan documenting the locations for the collection and storage of both solid waste and recyclable materials.

Documents are to be mailed to NMG Associates, 280 Baldwin Avenue, Jersey City, NJ 07306. Envelopes must be clearly marked *Solid Waste and Recycling Management Application*.

Upon receipt, applications will be reviewed and within 15 days of filing, NMG Associates will provide a "Notice of Compliance" or "Non-Compliance" to the applicant with a copy to the Jersey City Division of City Planning.

If you have any questions regarding the application please contact NMG Associates at 908-884-5097.

THIS SECTION TO BE COMPLETED BY REVIEW AGENT

Project Name _____

Date Filed _____ Application Number _____

THIS SECTION TO BE COMPLETED BY THE APPLICANT

GENERAL INFORMATION

Subject Property Location: _____ Block No _____ Lot No. _____

Applicant's Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone No. _____ E-mail address _____

Fax No. _____

PROPERTY INFORMATION

Type of use: Residential _____ Office _____ Industrial _____ Commercial _____ Institutional _____

Mixed Use _____

Site Acreage: _____ Square footage of property _____

Number of Buildings: _____ Square footage of buildings _____

If residential, total number of units in each building _____

No of units by size: Studio _____ One Bedroom _____ Two Bedrooms _____

Three Bedrooms _____ Four Bedrooms _____

PROJECT DESCRIPTION (provide below or attach narrative to application)

SOLID WASTE AND RECYCLING APPLICATION

Applicants must provide a narrative describing how household waste, bulky waste and source separated recyclable materials, generated by the building occupants will be managed.

QUANTITIES:

Provide the anticipated amounts of Solid Waste to be generated. *[According to the EPA, Municipal Solid Waste in the United States: 2007 Facts and Figures, the average person generates approximately 3.06 lbs. of solid waste per day.]*

Avg. Per Unit _____ Avg. Per Floor _____ Avg. Per Bldg _____

Provide the anticipated quantities of recyclable materials to be generated at the proposed dwelling. *[According to the EPA, Municipal Solid Waste in the United States: 2007 Facts and Figures, the average person generates approximately 1.54 lbs. of recyclables per day.]*

Avg. Per Unit _____ lbs. Avg. Per Floor _____ lbs. Avg. Per Bldg _____ lbs.

TYPES OF MATERIAL TO BE RECYCLED:

____ Newsprint	____ Glass Bottles & Jars
____ Mixed Paper	____ Aluminum Cans
____ Magazines & Catalogs	____ Tin Cans
____ Junk Mail	____ Plastic Bottles & Jars
____ Chip Board	____ Electronics
____ Corrugated Cardboard	Other _____

DESIGNATED INTERIOR STORAGE AREA FOR SOURCE SEPERATED RECYCABLE MATERIALS:

Is there a designated area on each floor for occupants to deposit source separated recyclable materials, if so please provide the square footage of the area.

_____ Yes _____ No _____ Square Footage

Applicants must attach a typical layout of the interior containment area, within the building, noting dimensions of the area for occupants to place on a daily basis, source separated recyclable materials.

Applicants must note the number of containers and capacity to serve each floor.

Commingled # _____ containers Capacity _____ Cu. Yds.

Mixed Paper # _____ containers Capacity _____ Cu. Yds.

Other _____

DESIGNATED STORAGE AREA FOR THE COLLECTION OF SOLID WASTE AND RECYCABLE MATERIALS:

Applicants must note on the site plan the exterior enclosed containment area for storing municipal solid waste; bulky waste and source separated recyclable materials for collection by a licensed transporter. Please note the dimensions, elevations and materials used to construct the containment area.

Applicants seeking to store household waste, bulky waste and source separated recyclable materials for collection within the building must also provide a floor plan of the area used for the storage and collection noting the dimensions, and materials used to construct the interior containment area.

Applicants must also note the egress to and from the containment area used for the storage of solid waste and recyclable materials for collection by a private/municipal hauler and identify public thoroughfares leading to the designated area.

Applicants must note below the type and capacity of containers used within the containment area for the storage and collection of household waste, bulky waste and source separated recyclable materials by a private or municipal hauler.

Household Waste

Bulky Waste

Source Separated Recyclable Materials

Prior to issuance of Certificate of Occupancy by the Jersey City Office of the Construction Code Official, the owner of any new multi-family housing or commercial, institutional or industrial development must supply NMG Associates with a copy of a duly executed contract with a hauling company for the purposes of solid waste and recycling collection. If municipal collection is provided such must be noted in the narrative. Upon receipt, NMG Associates will notify the Jersey City Construction Code Official that the applicant has complied with the above provision of the municipal ordinance.

CERTIFICATION

I certify that the foregoing statements and attached materials submitted are true. I further certify that I am the Individual Applicant or an officer of the Corporate Applicant and that I am authorized to sign the application for the Corporation or that I am a General Partner of the Partnership Applicant.

I hereby permit authorized city officials to inspect my property in conjunction with this application.

**SIGNATURE
OF APPLICANT:** _____

NAME: _____

TITLE: _____

DATE: _____

**SIGNATURE
OF PREPARER:** _____

NAME: _____

TITLE: _____

DATE: _____

Sworn to and subscribed before me this date _____

NOTARY PUBLIC

PROCEDURES FOR PROCESSING SOLID WASTE AND RECYCLING MANAGEMENT APPLICATIONS

Municipal Ordinance Requirements:

In accordance with Chapter 287 of the Municipal Code; (Solid Waste) Article V (Recycling), applicants seeking to construct multi-family dwellings consisting of three or more units and/or commercial, institutional, or industrial development projects greater than 1,000 square feet of land are required to complete and file the attached Solid Waste and Recycling Management Application when applying to the Jersey City Division of City Planning for Site Plan approval.

Procedures:

Applicants seeking Site Plan approval by the Jersey City Planning Board or Zoning Board of Adjustment will be provided, as part of the General Development application, the attached Solid Waste and Recycling Management Application.

Applicants are required to submit two (2) copies of the application along with two (2) copies of the site plan, documenting the locations for the storage and collection of both solid waste and recyclable materials (one copy for NMG Associates and the other for the Jersey City Municipal Recycling Coordinator).

Documents are to be mailed to NMG Associates, 280 Baldwin Avenue, Jersey City, NJ 07306. Envelopes must be clearly marked *Solid Waste and Recycling Management Application*.

Within 15 days of receipt, NMG Associates will review and process the application for compliance and will provide the Division of Planning with the appropriate letter of "Notice of Compliance or "Non-Compliance".

Applicants and the Jersey City Municipal Recycling Coordinator will be copied on the "Notice of Compliance" or "Non-Compliance".

**NMG ASSOCIATES
280 BALDWIN AVENUE
JERSEY CITY, NJ 07306**

Date _____

Jersey City Division of City Planning
30 Montgomery Street, Suite 1400
Jersey City New Jersey 07302

Re: Solid Waste and Recycling Management Plan Application

Applicant _____ Project Name _____

Dear Mr. Cotter:

Please be advised that the above referenced applicant has submitted the required Solid Waste and Recycling Management Application. To ensure compliance with City Ordinance, Chapter 287, of the Municipal Code, (Solid Waste) Article V (Recycling), relating to Solid Waste and Recycling Management requirements, the plan has been reviewed and the following determination has been made;

Compliance _____ Non- Compliance _____

Further be advised that the applicant is aware that prior to issuance of a "Certificate of Occupancy" by the Jersey City Office of the Construction Code Official, the owner of any new multi-family housing or commercial, institutional, or industrial development must submit to NMG Associates, 280 Baldwin Avenue, Jersey City, NJ 07306, a copy of a duly executed contract with a licensed hauling company for the purposes of solid waste and recycling collection.

Upon receipt, NMG Associates will notify the Jersey City Office of the Construction Code Official that the applicant has complied with the above provision of the municipal code.

If you have any questions please contact NMG Associates at 908-884-5097.

NMG Associates
On behalf of the City of Jersey City

cc: Applicant
Jersey City Municipal Recycling Coordinator.

**NMG ASSOCIATES
280 BALDWIN AVENUE
JERSEY CITY, NJ 07306**

Date

City of Jersey City
Office of the Construction Code Official
30 Montgomery Street, Suite 412
Jersey City New Jersey 07302

**Re: Solid Waste and Recycling Management Plan
"Solid Waste and Recycling Collection Contract"
"Notice of Compliance"**

Applicant _____
Project Name _____
Address _____

Dear Mr. Meyer:

Please be advised that, in accordance with Chapter 287 of the Municipal Code, the above referenced applicant has submitted a duly executed contract with a licensed solid waste transporter for the purpose of solid waste and recycling collection.

Therefore, the requirement of submitting a collection contract prior to the issuance of a Certificate of Occupancy has been satisfied.

If you have any questions please call me at 908-884-5097.

NMG Associates
On behalf of the City of Jersey City

cc: Applicant
Jersey City Municipal Recycling Coordinator

§ 345-31.1. - Hearing requirements.

Applicants are required to bring at least one set of any necessary site plans, including floor plans and elevations, mounted on display boards; subdivision plats; photographs; and appropriate material samples and/or material boards and/or color catalog cuts of primary façade materials to the hearing for Board review and approval. Any experts who testify must be licensed in the State of New Jersey, when and if required by law.



**CITY OF JERSEY CITY
GENERAL DEVELOPMENT
APPLICATION ("GDA")**



1 Jackson Square, 2nd floor, Jersey City NJ 07305 | 201-547-5010 | cityplanning@jcnj.org

THIS SECTION IS FOR STAFF ONLY

Intake Date:	
Case Number:	
X, Y Coordinate:	

**1.
SUBJECT
PROPERTY**

1. Street Address:	
2. Zip Code:	
3. Block(s):	
4. Lot(s):	
5. Ward:	

**2.
APPROVALS
BEING SOUGHT**

6.	APPROVALS BEING SOUGHT (mark all that apply)		
	Minor Site Plan		"A" Appeal
	Preliminary Major Site Plan		"B" Appeal - Interpretation
	Final Major Site Plan		Site Plan Waiver
	Conditional Use		Site Plan Amendment
	'c' Variance(s)		Administrative Amendment
	'd' Variance(s) - use, density, etc.		Interim Use
	Minor Subdivision		Extension
	Preliminary Major Subdivision		Other (fill in below):
	Final Major Subdivision		

**3.
PROPOSED
DEVELOPMENT**

7.	Project Description: <i>(describe the name and nature of the use listing heights, units, sf and other pertinent summary attributes)</i>	
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**4.
VARIANCES
BEING SOUGHT**

8.	List Variances: <i>(reference sections of the Land Development Ordinance [LDO] or Redevelopment Plan from which relief is requested)</i>	
9.	Number of 'c' Variance(s):	
10.	Number of 'd' Variance(s):	

5.
APPLICANT

11.	Applicant Name:	
12.	Street Address:	
13.	City:	
14.	State:	
15.	Zip Code:	
16.	Phone:	
17.	Email:	

6.
OWNER

18.	Owner Name:	
19.	Street Address:	
20.	City:	
21.	State:	
22.	Zip Code:	
23.	Phone:	
24.	Email:	

7.
ATTORNEY

25.	Attorney's Name:	
26.	Firm's Name:	
27.	Phone:	
28.	Email:	

8.
PLAN
PREPARERS

ENGINEER		
29.	Engineer's Name:	
30.	NJ License Number:	
31.	Firm's Name:	
32.	Email:	
ARCHITECT		
33.	Architect's Name:	
34.	NJ License Number:	
35.	Firm's Name:	
36.	Email:	
PLANNER		
37.	Planner's Name:	
38.	NJ License Number:	
39.	Firm's Name:	
40.	Email:	
SURVEYOR		
41.	Surveyor's Name:	
42.	NJ License Number:	
43.	Firm's Name:	
44.	Email:	
OTHER PROFESSIONAL		
45.	Name, Profession:	
46.	NJ License Number:	
47.	Firm's Name:	
48.	Email:	

9. SUBJECT PROPERTY

49.	Lot Area (square feet):	
50.	Lot Width (feet):	
51.	Lot Depth (feet):	
52.	Zone District(s):	
53.	Redevelopment Area:	
54.	Present Use:	
55.	Amount of impervious surface added, replaced, or disturbed (square feet): <i>(if greater or equal to 1,000 square feet provide checklist item ##)</i>	
ANSWER THE FOLLOWING YES –OR– NO		
56.	Is the subject property in a Historic District? <i>(if yes, provide checklist item ##):</i>	
57.	Is the subject building or property <u>IS</u> on the list of properties eligible for the Historic Register? <i>(if yes, provide checklist item ##)</i>	
58.	Is demolition proposed? <i>(if yes, provide checklist item ##)</i>	
59.	Is a bonus provision being utilized?	
60.	Is the subject property within 200 feet of another municipality?	
61.	Are there performance guarantees and/or maintenance agreements with City Council? <i>(if yes, attach 1 copy)</i>	
62.	Does the property have existing deed restrictions, covenants and/or easements? <i>(if yes, attach 1 copy)</i>	
63.	Are new streets and/or utility extensions proposed?	
64.	Are existing streets being widened?	
65.	Is the subject property in a flood plain?*	
* Flood plain boundaries and base flood elevation can be found by visiting: http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup-tool/		

10. HEIGHTS

* if proposed height is 40 feet or greater provide checklist item ##

66.	Base Flood Elevation (feet):																									
67.	Elevation of Grade (feet):																									
68.	Number of New Buildings:																									
69.	Number of Development Phases:																									
	HEIGHTS	<table border="1"> <tr> <th colspan="2">EXISTING</th><th colspan="2">PROPOSED*</th></tr> <tr> <th>Stories</th><th>Feet</th><th>Stories</th><th>Feet</th></tr> <tr> <td>70. Building</td><td></td><td></td><td></td></tr> <tr> <td>71. Addition or Extension</td><td></td><td></td><td></td></tr> <tr> <td>72. Rooftop Appurtenance</td><td></td><td></td><td></td></tr> <tr> <td>73. Accessory Structures</td><td></td><td></td><td></td></tr> </table>	EXISTING		PROPOSED*		Stories	Feet	Stories	Feet	70. Building				71. Addition or Extension				72. Rooftop Appurtenance				73. Accessory Structures			
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Stories	Feet	Stories	Feet																							
70. Building																										
71. Addition or Extension																										
72. Rooftop Appurtenance																										
73. Accessory Structures																										

**11.
GROSS FLOOR
AREA AND
COVERAGE**

	PHASE 1	PHASE 2 (if applicable)	PHASE 3 & UP (if applicable)
74. Residential sf:			
75. Retail sf:			
76. Office sf:			
77. Industrial sf:			
78. Parking Garage sf:			
79. Other sf:			
80. GROSS FLOOR AREA (sf):			
81. Floor Area Ratio (FAR):			
82. Building Coverage (%):			
83. Lot Coverage (%):			

**12.
RESIDENTIAL
DWELLING UNITS**

	TOTAL UNIT MIX	INCOME RESTRICTED UNIT MIX
84. Studio Units:		
84. 1 Bedroom Units:		
85. 2 Bedroom Units:		
86. 3 Bedroom Units:		
87. 4 bedroom or More Units:		
88. TOTAL UNIT COUNT:		
89. Percent Affordable:		
90. Percent Workforce:		

**13.
INCOME
RESTRICTED*
HOUSING**

	INCOME RESTRICTED* HOUSING UNITS CREATED
Affordability Level:	
91. Very Low Income (<30% AMI):	
92. Low Income (30% to 50% AMI):	
93. Moderate Income (50% to 80% AMI):	
94. Workforce Income (80% - 120% AMI):	
Population Served:	
95. Age Restricted:	
96. Special Needs:	
97. Other:	

**According to definitions established by N.J.A.C. 5:80-26.1 et seq.. Workforce Income is defined as households up to 120% of the area median income*

14. PARKING AND SIGNAGE

98.	Number of Parking Spaces:	
99.	Dimensions of Parking Spaces:	
100.	Number of Bike Parking Spaces:	
101.	Location of Bike Parking:	
102.	Number of Loading Spaces:	
103.	Number of Signs:	
104.	Type of Signs:	

15. APPROVAL HISTORY

<i>List all past approvals, denials, appeals, or other activity for the subject property. If there are previous approvals, attach 1 copy of the resolution.</i>			
	CASE NUMBER(S)	APPROVAL (Y/N)	DATE(S)
105. Subdivision:			
106. Site Plan:			
107. Variance(s) App:			
108. Appeal:			
109. Building Permits:			

16. SUBMISSION CHECKLIST

	Please attach the required affidavits and supplemental forms, plans, reports, and other documents needed to process your application. Download Application Forms and Support Documents here
	Please make a \$150 deposit for us to intake your application. A submission without a \$150 deposit will <u>NOT</u> be accepted. Make an Online Payment by click here
	Please fill out an Affidavit of Submission. A General Development Application will not be accepted if one is <u>NOT</u> submitted.
	Initials of the Applicant/Preparer: (Must match Affidavit of Submission) _____
	Once you have completed all of the Submission Checklist items above, you can email your application to jmorales@jcnj.org . Please send us a pdf version of this application which has <u>NOT</u> been scanned. Versions that are scanned or handwritten are <u>NOT</u> acceptable.

CONTACT:

[Jersey City Division of City Planning](#)

1 Jackson Square, 2nd Floor

Jersey City NJ 07305

201-547-5010

CityPlanning@jcnj.org