

Amendments to Chapter 345-31.h - Historic District Checklist
As presented to the Planning Board on March 22, 2016

The following text is to be added to the Historic District Checklist. The name is to be amended to read, Jersey City Historic Preservation Commission Checklist For Certificate of Appropriateness.

- Text to be added is bold and highlighted **like this.**
- Text to be deleted is strikethrough and highlighted ~~like this.~~

Paper Documentation	Submitted			Waiver Requested	Remarks (Staff Only)
	YES	NO	N/A		
1. Completed application form					
2. Application Fee					
3. Escrow					
4. Completed Escrow Forms, if applicable.					
5. 3. Twelve sets of Signed and sealed architectural drawings, if applicable, with colors and materials clearly noted. (13 Sets)					
6. 4. Twelve sets of Appropriate sketches indicating all proposed materials & colors, if architect's drawing are not required. (13 Sets)					
7. 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)					
8. 6. Current, detailed color photos of existing façade(s) exposed to public view (13 Sets)					
9. 7. Copy of Tax Assessor's 1938 photo, if not already on file. (13 Sets)					
10-8. Detailed description of proposed work.					
11. 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" x36" (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					