

## JERSEY CITY HISTORIC PRESERVATION COMMISSION

### GENERAL APPLICATION INSTRUCTIONS

---

▪ **WHEN AN APPLICATION IS REQUIRED:**

Any work on any property within a historic district or on a landmarked building or site requires review and approval by the HPC or its Staff. Work includes any construction, alteration, minor alteration, ordinary maintenance and repair, or demolition on a landmark building, sign, building, structure, object, site or landscape feature within a designated historic district, whether or not a construction permit is required.

▪ **WHAT ITEMS ARE REQUIRED FOR SUBMISSION:**

Application forms and application checklists can be found in an electronically fillable PDF format on the HPC website: [www.jcnj.org/historic](http://www.jcnj.org/historic)

All applications need to be submitted with the following items:

1. A completed application form:
  - a. The application form must contain the applicant and property owner's electronic signature.
2. A complete and detailed description of the proposed work to be undertaken:
  - a. This information must be electronically entered within this fillable application form or sent as an attachment. Applications without a complete written description shall not be accepted.
3. Clear, color photographs of the front façade, showing details of the area(s) where work will be done:
  - a. Photographs of adjacent properties and the side and rear façades of a building may be required for review
  - b. Staff will not accept photos from any internet streetview.
4. Any historic documentation of the property that is available
  - a. This could include the 1938 Tax Photograph, any historic photos, surveys, *etc.*
5. Any proposals or contracts for the anticipated work which include a scope of work or detailed work description.
6. Application Fee
  - a. Upon review of the proposed work, an E Payment link will be sent to the applicant.
  - b. If an applicant is unable to pay electronically, a check or money order made payable to the *City of Jersey City* will be accepted.
7. If the work requires a permit, all applicable forms from the Division of Zoning and the Construction Code Official's Office must be submitted with the HPC application.
  - a. This includes (but is not limited to) a zoning review form, a construction permit application, and building tech cards, drawings, specifications, *etc.*
  - b. Electrical and plumbing subcode cards must be physically signed and sealed and must be submitted to this office in hard copy.

▪ **APPLICATION SUBMISSION:**

**Only electronically filled and signed applications will be accepted. Handwritten, typed and/or scanned applications will not be accepted.**

All applications need to be submitted to HPC Staff. Applications must be submitted via email to [jchpc@icnj.org](mailto:jchpc@icnj.org)

---

**PLEASE NOTE:** HPC Staff cannot accept applications submitted without contact information, applicant and owner's electronic signatures, property information, a description of work, clear color photographs, *etc.* Applications submitted without basic information will not be accepted or logged in. Basic property information (such as block, lot, and historic district) can easily be found by searching your address on the City's Data Portal. If you have questions or need assistance, please contact HPC Staff for assistance PRIOR to application submission.

**IF THE PROPOSED WORK WILL BE PERFORMED ON A BUILDING IN A HISTORIC DISTRICT / AN INDIVIDUAL LANDMARK AND REQUIRES PERMITS, YOU MUST RECEIVE HPC APPROVAL PRIOR TO APPLYING FOR BUILDING PERMITS ONLINE.**



**CITY OF JERSEY CITY  
HISTORIC PRESERVATION COMMISSION  
APPLICATION FORM "HPCA"**



**1 Jackson Square, 2<sup>nd</sup> floor, Jersey City NJ 07305 | 201-547-5010 | jchpc@jcnj.org**

**THIS SECTION IS FOR STAFF ONLY**

Intake Date:		Fee:	
Case Number:		Redevelopment Area:	
Application Address:		Historic District:	

**1.  
PROPERTY  
INFORMATION**

1. Property Address:	
2. Block(s):	
3. Lot(s):	
4. Ward:	

**2.  
APPLICANT  
INFORMATION**

5. Applicant Name:	
6. Mailing Address:	
7. City:	
8. State:	
9. Zip Code:	
10. Phone:	
11. Email:	
12. Relationship to Owner:	

I am the applicant proposing the work referenced herein. The information herein is correct and complete to the best of my knowledge.

Signature: \_\_\_\_\_

**3.  
LAND OWNER  
INFORMATION**

13. Owner Name:	
14. Mailing Address:	
15. City:	
16. State:	
17. Zip Code:	
18. Phone:	
19. Email:	

I am the owner of the application property, being familiar with the work proposed, I give my permission for same. The information entered is correct and complete to the best of my knowledge.

Signature: \_\_\_\_\_





**HISTORIC PRESERVATION COMMISSION APPLICATION  
NON-REFUNDABLE FEES**

**CERTIFICATE OF NO EFFECT**

**RESIDENTIAL**

Interior Work Only	\$10 per affected unit   maximum of \$60.00
Exterior Work Only	\$20 per affected unit   maximum of \$750.00
Interior and Exterior Work Filed Concurrently	\$20 per affected unit   maximum of \$750.00
Sidewalk Repair/Replacement Only	\$20 per dwelling unit   maximum of \$60.00

**NON-RESIDENTIAL**

With Principal Building	\$40 per 1,000sf of GFA or part thereof
Without Principal Building	\$40 per 1,000sf of lot area or part thereof
Unlit Interior Window Sign Only	\$40
Sidewalk Repair/Replacement Only	\$40 for first \$25ft of frontage, +\$20 for each additional 25ft of frontage or part thereof

**CERTIFICATE OF APPROPRIATENESS**

**RESIDENTIAL**

New Construction on Vacant Land	\$500
All Others (1-4 Dwelling Units)	\$100
All Others (5+ Dwelling Units)	\$20 per dwelling unit to a maximum of \$1,000

**NON-RESIDENTIAL**

Exterior Sign Application Only	\$100
With Principal Building	\$100 per 1,000sf of GFA or part thereof
Without Principal Building	\$100 per 1,000sf of lot area or part thereof
Outdoor Café Only	\$100

**EXTENSION OF COA APPROVAL**

Residential or Non-Residential	\$200
--------------------------------	-------

**CONTACT:**

HISTORIC PRESERVATION COMMISSION  
1 Jackson Square, 2<sup>nd</sup> Floor  
Jersey City, NJ 07305  
201.547.5010  
[jchpc@jcnj.org](mailto:jchpc@jcnj.org)