

HD _____
Address _____
Application No. H20 - _____

**JERSEY CITY
HISTORIC PRESERVATION
COMMISSION**

**DIVISION OF CITY PLANNING
CITY HALL ANNEX- 2nd Flr. Rm# 406
ONE JACKSON SQUARE
A/K/A 360 MLK DRIVE
JERSEY CITY, NJ 07305-3717
(201)-547-5010 Fax (201)-547-4323**

Application Form

Certificate of No Effect or Certificate of Appropriateness

Approval valid for 1 year (pursuant to §345-30.B.2 of the Jersey City Municipal Code)

*****AREA BELOW FOR STAFF USE ONLY*****

Certificate of No Effect

Director, Division of City Planning

Historic Preservation Officer

Date _____

Certificate of Appropriateness

Chairman, Historic Preservation Commission

Commissioner, Historic Preservation Commission

Date _____

Condition(s) of Approval:

[illegible]

Historic District: _____

SHADED AREA BELOW FOR STAFF USE ONLY

Application H18- _____

Certificate of No Effect _____

Date Received _____ *2018*

Certificate of Appropriateness _____

Fee Collected \$ _____

PBd or ZBA Approvals Required? _____

Address: _____ *Block:* _____ *Lot:* _____

Redevelopment Plan Area (If Applicable): _____

Applicant Information

Print Name: _____

Mailing Address: _____

Relationship to Owner: _____

Daytime Phone #: _____

Fax #: _____

Email: _____

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

Signature: _____

Landowner Information

Print Name: _____

Mailing Address: _____

Daytime Phone #: _____

Fax #: _____

Email: _____

I, 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: _____

Existing Use (circle one)

-Residential- **-Commercial-** **-Mixed-** **-other-**

Number of Dwelling Units: _____

Detailed Description of Use: _____

Proposed Use (circle one)

-Residential- **-Commercial-** **-Mixed-** **-other-**

Number of Dwelling Units: _____

Detailed Description of Proposed Use: _____

Historic Preservation Investment Tax Credits

If you plan to take advantage of the Federal Income Tax Credit Program, please contact the Historic Preservation Office of New Jersey at (609) 984-0140 before you begin any work. You may contact them for more information.

Please indicate if an application for grant funding or other government sponsored financing is proposed/approved for this project:

Agency/Source: _____ *Approved* _____ *Pending* _____

Work to be covered by grant or other government financing:

Work Description

1. Circle all items that describe the work you are proposing

Exterior: -cleaning- -repointing- -repair facade- -painting- -replace missing architectural elements- - replace door-
-repair/replace sidewalk- -replace windows- -repair windows- -rebuild to original profile- -front yard-
-replace fencing/railing- -electrical- -repair/replace roof- -building addition- -deck- -fire-escape-
-rooftop appurtenances- -awnings-

Interior: -carpentry- -plumbing- -heating- -electrical- -kit/bath renovations- -entranceway change-

2. Write a detailed description of all proposed work below (attach more sheets if necessary) Please Print:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Application Instructions

When an Application to the Historic Preservation Commission is required

Any development, construction, alteration, rehabilitation or repair of any sign, building or property within the four designated Historic Districts of the City or a landmark building, requires the owner of the property to first secure a Certificate of No Effect (CoNE) or a Certificate of Appropriateness (CoA) from the Jersey City Historic Preservation Commission (HPC), whether or not a construction permit is required.

You are applying to receive either a Certificate of No Effect or a Certificate of Appropriateness

These Certificates are obtained by submitting this completed application, descriptive materials, and fee to the Historic Preservation Officer (HPO) at the Division of City Planning, located at City Hall Annex- 2nd Flr. Rm 406 One Jackson Square A/K/A 360 MLK Drive JC,NJ 07305. Hours: 9:00am - 4:30pm Phone #: (201) 547-5010 FAX # (201) 547-4323

All applications will be reviewed by the HPO who may issue a CoNE if the proposed work is for minor alteration or ordinary maintenance repair and will not effect the historic character of the property. If the proposed work would substantially alter the existing character of the property, the HPO may refer the application to the HPC. The HPO shall refer all applications for new construction, alterations, relocation or demolition to the HPC for hearing. If approved by the HPC, a CoA will be issued.

A completed application, 13 sets of descriptive materials, fee, and escrow deposit with signed agreement form, if applicable, must be submitted to the Division of City Planning at least two weeks (14 days) prior to the hearing date.

The HPC meets once per month, on the 2nd or 3rd Monday (unless otherwise noted on the official calendar), at 6:30pm in the Council Chambers of City Hall, 280 Grove Street, Jersey City, NJ. An official calendar of the annual meetings may be obtained from the HPO.

Standards and guidelines which must be followed (copies available at the Division of City Planning)

The Land Development Ordinance of the City of Jersey City outlines the HPC application process and contains the zoning standards for development in the Historic District. The Ordinance also contains *Historic Preservation Design Guidelines* and other guidelines to assist the public in applying to for historic approvals and to enunciate Commission policy.

Descriptive Materials required to be submitted with this application

- Appropriate sketches and/or signed architectural drawings
- * Color and materials samples and manufacturer specifications of all materials to be used including catalog sheets, sample paint chips, etc.
- * A current color photograph of the existing building facade showing details
- * 1938 Tax Assessor's photo, if applicable and not already on file (generally available at the Tax Assessor's Office, City Hall)

Historic Preservation Commission Applications	Non-Refundable
CERTIFICATE OF NO EFFECT	
Residential	
Interior Work Only	\$10 per affected unit to a maximum of \$60.00
Exterior Work Only or Interior and Exterior work filed concurrently	\$20 per dwelling unit to a maximum of \$750
Sidewalk repair/replacement when not filed concurrently with other work	\$20 per dwelling unit to a Maximum of \$60
Non-Residential	
With Principal Building	\$40 per 1,000 square feet GFA or part thereof
Without Principal Building	\$40 per 1,000 square feet of lot area or part thereof
Unlit interior window sign ONLY	\$40.00
Sidewalk repair/replacement when not filed concurrently with other work	\$40 for first 25 linear feet of frontage, additional \$20 for each 25 feet of frontage over 25 or part thereof
CERTIFICATE OF APPROPRIATENESS (COA)	
Residential	
New Construction on Vacant Land	\$500
All Others:	
1-4 Dwelling Units	\$100
5 Dwelling Units or over	\$20 per dwelling unit to a maximum of \$1,000
Non-Residential	
Exterior Sign application only	\$100
With Principal Building	\$100 per 1,000 square feet of GFA or part thereof
Without Principal Building	\$100 per 1,000 square feet lot area or part thereof
Outdoor Café ONLY	\$100
Extension of COA Approval	\$200