

PROPOSED AMENDMENTS TO THE LAND DEVELOPMENT ORDINANCE REGARDING APPLICATIONS, CHECKLISTS, NOTICE, WASTE MANAGEMENT, REVIEW PROCEDURES AND HEARING REQUIREMENTS

3/23/2021

PREAMBLE: 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 §345-30.A., §345-31, and §345-31.1 are stricken and rewritten as follows.

NOW, THEREFORE, BE IT ORDAINED by the Municipal Council of the City of Jersey City that §345-30.A., §345-31 and §345-31.1 is hereby stricken and rewritten as follows:

§ 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 and the issuance of a Certificate of Appropriateness or a Certificate of No Effect.

1. Application for Review. The Historic Preservation Commission staff maintains and makes updates as necessary to the Application for the Certificate of Appropriateness and/or a Certificate of No Effect (also known as "Historic Preservation Application"). A copy of the Application is available upon request from the Division of City Planning staff or a digital version is accessible through the City's official website.

NO OTHER CHANGES TO § 345-30

§ 345-31. - Applications and checklists.

A. 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.

B. 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.

C. General Development Checklist.

NOTE TO APPLICANTS: In the column marked "Submitted - No" you will find certain items marked with an "X", which are the items determined to be deficient as per the requirements of the Jersey City Land Development Ordinance. If you request a waiver, you shall supply detailed reasons for the request.

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
I. FORMS AND AFFIDAVITS					
1. General Development Application					
2. Affidavit of Submission					
3. Affidavit of Ownership					
4. Affidavit of Performance					
5. 10% Ownership Disclosure Form					
6. Letter of Rejection from Zoning Officer					
7. Application Fees					
a) Initial Deposit					
b) Full Application Fee (upon staff review)					
c) Proof of payment / copy of receipt					
8. Demolition Determination Memo					
9. Determination of Significance Memo					
10. Affordable Housing Checklist Form					
11. Utility / Infrastructure / Refuse Form					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
II. NOTICE / PROOF OF SERVICE					
1. Sample Notice (due at initial submission)					
2. Certified 200-foot list of owners (no more than 3 months old)					
Notice Packet - following must be submitted at least three (3) business days prior to the hearing:					
3. Certified Mail Receipts - Postal form 3877 will also be accepted, provided that the addresses are arranged in the same order as the certified list). RETURN RECEIPT POSTCARDS OR RECEIPTS NOT IN THE ABOVE FORMAT WILL NOT BE ACCEPTED AND YOUR ITEM WILL BE ADJOURNED AND RENOTICING WILL BE REQUIRED.					
a) Mount on 8.5x11 bound paper					
b) Six receipts to a page					
c) Arrange in the same order as the Certified 200-foot list.					
4. Affidavit Proof of Service					
5. Affidavit of Publication					
6. Digital Notice Packet including Notice and Certified 200-foot list combined into one PDF					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
III. REVIEW COORDINATION					
1. Review Agent Sets (upon staff request)					
2. Application filed with Historic Preservation					
3. Indication of review/approval by NJDEP, Army Corps of Engineers, and JC Environmental Commission					
4. Indication if property contains a right-of-way Preservation area per Map 4.4-1 of the JC Master Plan Circulation Element					
5. Digital Submission in PDF format of application documents and any revisions					
a) Revisions shall be dated and called out on					

plans and/or accompanied by a change narrative to be coordinated with staff					
b) Digital Submission of Distribution Set transmitted to staff prior to a hearing. DEADLINES ARE SET BY THE BOARDS ON THEIR ADOPTED AGENDAS					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
IV. SUPPORTING REPORTS AND DOCUMENTS					
1. Current color photos of site and all structures at grade (no streetview permitted)					
2. Stormwater Management Report					
3. Traffic Assessment Report					
4. Shadow Study					
5. Visual Impact Assessment					
7. Green Area Ratio (GAR) Table					
8. Principal Points Statement relative to variance(s) as per N.J.S.A. 40:55D-70(c) and (d) or per as per N.J.S.A. 40:55D-70(a) or (b)					
9. Historic Preservation Report					
10. Survey of subject site and adjacent lots					
a) signed and sealed					
b) block and lot numbers and address					
c) metes and bounds description					
d) existing and proposed easements					
e) showing existing and neighboring structures and windows with setback dimensions					
f) showing topography					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
V. ARCH AND CIVIL PLAN REQUIREMENTS					
1. Architectural Plans					
2. Civil Engineering Plans					
3. Signature(s) and Seal(s) of Licensed Engineer and Architect in New Jersey on all pages					
4. 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					
5. Scale shall be at least 1"=20' for tracts up to 40 acres, or 1"=50' for tracts over 40 acres					
6. Sheet size: 8.5x13", 15x21", 24x36", 30x42"					
7. The following shall be on all plans:					
a) Tax Block, lot numbers and address of site					
b) Dates of drawings and revisions, if any					
c) Graphic Scale					
d) Project Title					

e) North Arrow					
8. Zoning Table (contrasting existing standards in the zone or general LDO requirements with proposed site details as listed below, with variances clearly noted). One or more tables per plan set to be located on the first numbered drawing. Table(s) shall be large and legible.					
a) Density					
b) Height in feet and stories					
c) Floor Area Ratio					
d) Setbacks, Stepbacks, and Buffer Areas					
e) Car Parking (# of spaces, dimensions, use)					
f) Bike Parking (# of spaces, location, use)					
g) Loading (# of berths and dimensions)					
h) Access (i.e. curbcut # and width)					
i) Signage (number, size, type, material)					
j) Landscaping and street trees					
k) Lot coverage					
l) Building coverage					
m) Lot area in square feet					
n) Lot dimensions					
o) Gross floor area, total and by use					
p) Design standards					
q) Bonus provisions					
r) Residential unit mix, sizes and averages					
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. Demolition Plan					
11. GAR details					
12. Floor plans with all room dimensions and sizes including cellar, basement plan and roof plan.					
13. Locations of all mechanical and other equipment					
14. Materials used in paved areas and walks and all other surface treatments.					
15. Materials used on facades, keyed with specifications and photo samples in color					
16. Lighting; wattage, location, height, attachment details, areas of diffusion					
17. Fences/walls: height, materials, width of internal details (e.g.: pickets), spacing of internal details.					
18. Refuse: location of trash and recycling room, number of bins, size of bins, removal path, refuse removal notes					
19. Signage: Lettering, dimensions, location, materials equipment, and lighting					
20. Recreation areas: location, square footage, materials, equipment and lighting					

21. Elevations of all façades indicating colors and materials and window dimensions					
22. Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, façade materials, etc. at 1/4" scale where appropriate					
23. Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at 1/4" scale where appropriate					
24. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
25. Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.					
26. Utility connection points into proposed structures (eg: façade conduits, transformers) to be detailed on site plans and façade elevations.					
27. Circulation: parking spaces, dimensions, aisle widths, location of bike racks, car sharing, sidewalk details, ROW Improvements, etc.					
28. One illustrative site plan in color with legend (upon staff request).					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
VI. ADDITIONAL PLAN REQUIREMENTS					
1. Location of project relative to adjacent properties and improvements, including encroachments					
2. Topographic data with existing and proposed elevations					
3. Top of curb and bottom of curb specifications					
4. 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.					
5. Specify 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.					
6. 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.					

7. Entrance to the project from public streets with curbs, drop curbs, aprons, and sidewalks.					
8. 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.					
9. 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.					
10. Parking lot drainage					
11. Water service connections including valves, hydrants					
12. Proposed erosion control plan and method of control					
13. Water supply system demand, strategy and design					
14. Sanitary sewer system demand, strategy and design					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
VII. SUBDIVISION REQUIREMENTS					
1. Signature and seal of map preparer, Licensed Land Surveyor in NJ on all pages					
2. Scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 acres					
3. Sheet size shall be one of the following 8.5x13"; 15x21"; 24x36"; or 30x42"					
Plat details including:					
4. 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					
5. Zoning Table - See V.5. above					
6. A definite point of beginning, referenced by adjacent lines					
7. Each boundary of the subdivision, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing					
8. The lot area(s) of both the original and proposed lots					
9. Any right-of-way or other permanent easement existing on the property					
10. Any building line restrictions of record					
11. All property lines not to be changed shall be indicated by heavy solid lines					
12. All property lines to be changed shall be indicated by broken lines					

13. All new property lines shall be shown in heavy broken lines					
14. Tax block, lot number(s) and street addresses					
15. Dates of drawings and revisions, if any					
16. Graphic scale					
17. Project title					
18. North arrow					

	SUBMITTED			WAIVER REQ'D	STAFF REMARKS
	YES	NO	N/A		
VIII. IZO REQUIREMENTS					
1. Affordable Housing Checklist Form (See I.10 of this Checklist)					
The following items are required if the application triggers the Inclusionary Zoning Ordinance (IZO) and if less than 20% of onsite units are set aside as affordable housing. See Chapter 187 of the Municipal Code.					
2. Proof of Payment of the Fiscal Analysis Study Fee to the Approving Authority					
3. Approving Authority Determination Letter					

D. Application for the Certificate of Appropriateness and/or a Certificate of No Effect. The Historic Preservation Commission staff maintains and makes updates as necessary to the Application for the Certificate of Appropriateness and/or a Certificate of No Effect (also known as "Historic Preservation Application"). A copy of the Application is available upon request from the Division of City Planning staff or a digital version is accessible through the City's official website.

E. Historic Preservation Commission ("HPC") Application Checklist.

GENERAL APPLICATION REQUIREMENTS				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. A fully completed application form				
2. A full and complete description of the proposed work within the application or separately submitted				
3. Fee				
4. Existing photographs of the building and/or site (please note we do not accept photos from any "streetview")				
5. Any Historic Documentation of the property, including but not limited to the 1938 Tax Assessor's card, historic photo documentation, or historic site documentation				
6. A proposal or contract for work				
7. Any permitting forms required from the divisions of Zoning, Building, and/or Engineering				

NEW CONSTRUCTION APPLICATION REQUIREMENTS

examples include new construction on a vacant lot, reconstruction of a building, etc

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Signed and Sealed Architectural and Engineering Plans containing the following:				
a) Zoning Chart				
b) Drawing List				
c) Site photographs				
d) Contextual photographs in elevation				
e) An existing blockfront elevation				
f) A proposed elevation of the blockfront with the new building inserted				
g) Block Site Plan				
h) Site survey				
i) A proposed site plan (or an existing and proposed site plan if required for comparison)				
j) Elevations of all facades				
k) Floor plans				
l) Roof Plan				
m) Building section(s)				
n) Landscape plan				
o) Fencing elevation, section and construction details				
p) Railing elevation, section and construction details				
q) Sightline drawings from the public right-of way-for all rooftop appurtenances				
r) Scaled, detail drawings including elevation and sections within the proposed openings of all proposed windows, doors and storefronts,				
s) Scaled, detailed drawings of all signage, ornament, lights, door hardware, doorbells, mailboxes etc.				
3. Digital Submission in PDF format of application documents and any revisions				
a) Revisions shall be dated and called out on plans and/or accompanied by a change				
b) Digital Submission of Distribution Set transmitted to staff prior to the scheduled hearing's distribution date. DEADLINES ARE SET BY THE BOARD ON THEIR ADOPTED AGENDA				
4. Physical materials and color samples be clearly noted on the drawings must be submitted to staff for review (Material Sample Board)				
5. All details of construction must be clearly labeled and cross referenced throughout submitted drawings				
6. Any permitting forms required from Zoning, Building, and/or Engineering				

BUILDING ADDITION APPLICATION REQUIREMENTS

examples of work include rear additions, rear decks, rooftop additions, roof decks, etc.

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Signed and Sealed Architectural and Engineering Plans containing the following:				
a) Zoning Chart				
b) Site survey				
c) Block site plan				
d) Existing vs proposed site plan				
e) Existing vs proposed floor plans				
f) Existing vs proposed elevations				
g) Existing vs proposed sections				
h) Scaled, detail drawings including elevation and sections within the proposed openings of all proposed windows, doors and storefronts				
i) Scaled, detailed drawings of all signage, ornament, lights, door hardware, doorbells, mailboxes etc.				
j) All materials and color must be clearly noted on the drawings				
k) To-scale sight line drawings				
l) Detail Drawings of lintels, sills, doors, windows, etc.				
m) Sightline drawings from the public right-of way-for all rooftop appurtenances				
n) Landscape Plan				
3. Materials and color samples				
4. Digital Submission in PDF format of application documents and any revisions				
a) Revisions shall be dated and called out on plans and/or accompanied by a change				
b) Digital Submission of Distribution Set transmitted to staff prior to the scheduled hearing's distribution date, as necessary. DEADLINES ARE SET BY THE BOARD ON THEIR ADOPTED AGENDA				
5. Any permitting forms required from Zoning, Building, and/or Engineering				

GENERAL RESTORATION APPLICATION REQUIREMENTS

examples of work include repairing, restoring, cleaning, and painting ironwork (railings, fencing, newel posts, etc), facades, exterior doors, windows

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing details and condition of features to be restored				
3. Site documentation for which the restoration is based on, including but not limited to the 1938 Tax Assessor’s card, historic photo documentation, or historic site documentation				
4. Materials, specifications, and methods proposed (including color choices)				
5. Any necessary permitting documents as required by Zoning and Building				

GENERAL REPLACEMENT APPLICATION REQUIREMENTS

*examples of work include removing existing materials and replacing with new – can be applied to ironwork (railings, fencing, newel posts, etc), fences, gates, etc *

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing features proposed to be replaced				
3. Site documentation for which the replacement is based on, including but not limited to the 1938 Tax Assessor’s card, historic photo documentation, or historic site documentation				
4. To scale, dimensioned drawings of the proposed replacement features (elevation, details and full or half-scale sections)*				
5. Site plan showing extent of installation locations				
6. Finish Sample/Color specification				
7. Any permitting forms required from Zoning, Building, and/or Engineering				

A manufacturer or supplier’s written description or prepared drawings of the proposed feature may be substituted for the above () at the discretion of the Historic Preservation Officer

WINDOW REPLACEMENT APPLICATION REQUIREMENTS

example of work: completely removing the existing window and casing and replacing it with a new window and casing

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs –showing proposed windows to be replaced				
3. Detail photographs of the windows from the exterior (and interior if applicable)				
4. To scale, dimensioned drawings of the proposed new door within the opening, including elevation and sections				
5. Cut sheet or drawing of proposed replacement features (elevation, details, and full or half-scale sections*)				
6. Color/Finish specifications				

A manufacturer or supplier’s written description or prepared drawings of the proposed window may be substituted for the above () at the discretion of the Historic Preservation Officer

DOOR REPLACEMENT APPLICATION REQUIREMENTS

example of work: completely removing the existing window and casing and replacing it with a new window and casing

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs – showing proposed door to be replaced				
3. Detail photographs of the door from the exterior (and interior if applicable), showing deterioration				
4. To scale, dimensioned drawings of the proposed new door within the opening, including elevation and sections				
5. Cut sheet or drawing of proposed replacement door (elevation, details, and full or half-scale sections*)				
6. Color and/or Finish specifications and sample				

A manufacturer or supplier prepared drawings or written description of the proposed door may be substituted for the above () at the discretion of the Historic Preservation Officer

SIDEWALK WORK APPLICATION REQUIREMENTS

examples of work: completely removing the existing sidewalk and replacing it, resetting existing bluestone, UST removal from sidewalk, street tree pit expansion or repair

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs – showing front, right, and left sides of sidewalk				
3. Material and color specifications				
4. Site sketch, if necessary				
5. Any permitting forms required from Zoning, Building, and/or Engineering				

SIGNAGE APPLICATION REQUIREMENTS

*examples of work include window signage and signage applied to the exterior of the building

	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing the existing signage and the entire façade(s)				
3. Detail photographs of the existing storefront elevation				
4. A <i>to scale</i> photo simulation of the proposed signage				
5. A dimensioned drawing of the proposed signage clearly showing all measurements:				
a) Length and width of sign band and square footage				
b) Square footage of all lettering, logos <i>etc.</i>				

c) Proposed material sample(s) for the signband, lettering, etc.				
6. Proposed material of signage				
7. Proposed method of installation				
8. A mockup of the proposed signage on the building				
9. A mockup of the proposed signage on the storefront				
10. Any permitting forms required from Zoning, Building, and/or Engineering				

F. Utility, Infrastructure, and Refuse Form. The Division of City Planning maintains and makes updates as necessary to the Utility, Infrastructure, and Refuse Form (“Form”). A copy of the Form is available upon request from Division of City Planning staff or a digital version is accessible through the City's official website. The Form is a checklist item of a General Development Application.

G. 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 linework 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.

§ 345-31.1. - Hearing requirements.

As determined by the Planning Board, Applicants are required to bring at least one physical or digital set of any necessary site plans, including floor plans and elevations; 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. These plans, exhibits, and material samples shall be in a form presentable for Commissioner and Audience benefit. Any experts who testify must be licensed in the State of New Jersey, when and if required by law.