

SUBMISSION INFORMATION		STAFF CHECKLIST SNAPSHOT	
DATE:		MAJOR SITE PLAN	VARIANCES REQUESTED
CASE NUMBER:	P22-169	MINOR SITE PLAN	IZO TRIGGERED
SITE ADDRESS:		SUBDIVISION	HEIGHT 40FT OR GREATER
APPROVAL SOUGHT:		NOTICE REQUIRED	SIGNAGE ONLY
APPLICANT:		SITE IN A FLOOD ZONE	ADDS 1K SF IMPERVIOUS
OWNER:		DEMOLITION	DISTURBS 5K SF IMPERV.
REVIEW PLANNER:		AFFORDABLE HOUSING	APPEAL

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. Some items may be hyperlinked to aide you in finding information and documents.

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

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)	X				
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					

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	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					

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 NJSA-40:55D-70(c) and (d) or per as per NJSA 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					

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V. ARCH AND CIVIL PLAN REQUIREMENTS					
1. Architectural Plans	x				
2. Civil Engineering Plans					
3. Signature(s) and Seal(s) of Licensed Engineer and Architect in New Jersey on all pages	x				
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		x			
5. Scale shall be at least 1"=20' for tracts up to 40 acres, or 1"=50' for tracts over 40 acres	x				
6. Sheet size: 8.5x13", 15x21", 24x36", 30x42"	x				
7. The following shall be on all plans:	x				
a) Tax Block, lot numbers and address of site	x				
b) Dates of drawings and revisions, if any	x				
c) Graphic Scale	x				
d) Project Title	x				
e) North Arrow	x				
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.	x				
a) Density	x				
b) Height in feet and stories	x				
c) Floor Area Ratio	x				
d) Setbacks, Stepbacks, and Buffer Areas	x				
e) Car Parking (# of spaces, dimensions, use)	x				
f) Bike Parking (# of spaces, location, use)	x				
g) Loading (# of berths and dimensions)	x				
h) Access (i.e. curbcut # and width)	x				
i) Signage (number, size, type, material)		x			
j) Landscaping and street trees		x			Missing species
k) Lot coverage	x				
l) Building coverage	x				
m) Lot area in square feet	x				
n) Lot dimensions	x				
o) Gross floor area, total and by use	x				
p) Design standards	x				
q) Bonus provisions	x				
r) Residential unit mix, sizes and averages	x				
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.	x				

10. Demolition Plan	x				
11. GAR details needed	x				
12. Floor plans with all room dimensions and sizes including cellar, basement plan and roof plan.	x				
13. Locations of all mechanical and other equipment	x				
14. Materials used in paved areas and walks and all other surface treatments.	x				
15. Materials used on facades, keyed with specifications and photo samples in color	x				
16. Lighting; wattage, location, height, attachment details, areas of diffusion	x				
17. Fences/walls: height, materials, width of internal details (e.g.: pickets), spacing of internal details.	x				
18. Refuse: location of trash and recycling room, number of bins, size of bins, removal path, refuse removal notes		x			
19. Signage: Lettering, dimensions, location, materials equipment, and lighting		x			
20. Recreation areas: location, square footage, materials, equipment and lighting	x				
21. Elevations of all façades indicating colors and materials and window dimensions	x				
22. Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, façade materials, etc. at 1/4" scale where appropriate	x				
23. Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at 1/4" scale where appropriate	x				
24. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.	x				
25. Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.	x				
26. Utility connection points into proposed structures (eg: façade conduits, transformers) to be detailed on site plans and façade elevations.	x				
27. Circulation: parking spaces, dimensions, aisle widths, location of bike racks, car sharing, sidewalk details, ROW Improvements, etc.	x				
28. One illustrative site plan in color with legend (upon staff request).		x			

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	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					

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	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					

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					