

APPLICATION FOR DEVELOPMENT Procedures & Instructions

NOTE: ALL PLAN SETS MUST BE FOLDED BEFORE SUBMISSION

Revised: October 2, 2014

1. Submit one (1) completed Jersey City General Development Application and one full size, signed and clearly sealed, stapled and **FOLDED** set of development plans, along with a \$150 deposit and supporting documents as described within the General Development Application instructions. Applicant will receive a signed “Receipt of Documents” which only certifies that materials were submitted on a specific date and accepted by a specific member of the City Planning Division staff. This “Receipt” is not an indication of the “completeness” of submitted materials or that the documents submitted constitute a valid application.
2. Within 45 days of receipt of the materials listed in Paragraph 1 above, the applicant will receive a letter indicating if the documents provided constitute a valid Application for Development. This evaluation will contain a Jersey City Development Case Number and identify the Review Planner assigned to your application. Please address all future correspondence relating to this application to the Review Planner and include the Case Number, the property address, and the Block(s) and Lot(s). Further document submissions may be necessary in order to qualify as a valid Application for Development, and to thereafter be deemed “complete”.
3. Upon notification by the Review Planner that the application submittals are valid and ready to be sent to the Review Agents, the applicant will promptly submit one (1) additional set per Review Agent, of full size, signed and clearly sealed, stapled and **FOLDED** development plans bundled with an additional set of the full application documents and all supplemental information to the Review Planner for distribution to the Review Agents listed below. Each set of plans and documentation will be submitted in **individual, unsealed and unaddressed envelopes** of sufficient size to completely and neatly contain each package of documents. These envelopes will be delivered in a cardboard box(es) as needed. City Planning will then distribute the packages to the review agents through the city’s Messenger Service. The Messengers will be provided by City Planning with a Delivery Confirmation Signature Sheet for each particular application, which will be returned to City Planning by the Messenger Service upon completion of the delivery.
4. Each review agent may review and comment on the application and must respond within 14 days of receipt of plans and application documents delivered in Step 3 above. The review agents will be responsible for sending their individual comments to the following: 1.) the applicant; 2.) the applicant’s professionals, such as the applicant’s architects, engineers and attorneys; 3.) the Review Planner from the Division of City Planning assigned to the particular project.

5. The applicant may contact each Review Agent directly to address their individual comments. The applicant must contemporaneously provide the Review Planner with a copy of any and all correspondence sent to any Review Agent. The Contact Information for the Review Agents is provided in the attached application package.

6. If any revisions are made to the development plans submitted under Step 3. as a result of comments from any Review Agent, the applicant must submit one (1) set per Review Agent of such revised plans, **bearing a clearly visible revision date**, full size, signed and clearly sealed, stapled and **FOLDED**, and placed in appropriately sized boxes, to the Review Planner for further distribution to the Review Agents by the Division of City Planning via the Messenger Service. Each time a revised plan is submitted to the Division of City Planning, it shall be accompanied by a cover letter listing all the changes and which review agent requested them, with all changes graphically called out by the use of “clouding” around the changed areas. **Drawings without revision dates will NOT be accepted and will be returned at the applicant’s expense.**

7. The Review Planner will determine if the application is “complete” based upon the content of the Review Agents’ comments, including those of the Review Planner. Once deemed complete, the applicant will be assigned a hearing date and a submission deadline by the Division of City Planning, and will be notified of such in writing and/or email. Upon notification, the applicant shall promptly submit the required number of signed and clearly sealed, stapled and **FOLDED** development plans to the Review Planner. The required number of sets of development plans to be submitted is as follows: a minimum of: fourteen (14) sets for a case before the Planning Board, or eleven (11) sets for a case before the Zoning Board of Adjustment.

8. The plans submitted in Number 7 above shall be the same plans that all Review Agents and the Review Planner had reviewed in their last round of review and comment letters. They shall be submitted to the Division of City Planning at least 10 days prior to the scheduled hearing date for a timely distribution.

9. If the plans submitted in Number 8 above are not submitted on time, your case will be carried to the next regular meeting of the Board, within the limits of the Municipal Land Use Law.

NO applications will be heard by the Planning Board, Zoning Board, or Historic Preservation Commission unless fees have been paid in full.



CITY OF JERSEY CITY GENERAL DEVELOPMENT APPLICATION



THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

Intake Date:

Application No.

Date Validated as an Application for Development:

Date Deemed Complete:

**1.
SUBJECT
PROPERTY**

Address: _____
Ward: _____

Block & Lots: _____

**2.
BOARD
DESIGNATION**

Planning Board Zoning Board of Adjustment

**3.
APPROVALS
BEING SOUGHT**

<input type="checkbox"/> Conceptual Plan/Informal Review	<input type="checkbox"/> "c" variance(s)/Deviation	<input type="checkbox"/> "A" appeal
<input type="checkbox"/> Minor Site Plan	<input type="checkbox"/> (d) variance(s): use, density, etc.	<input type="checkbox"/> Waiver of Site Plan Requirements
<input type="checkbox"/> Preliminary Major Site Plan	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Interpretation ("B" appeal)
<input type="checkbox"/> Final Major Site Plan	<input type="checkbox"/> Prelim. Major Subdivision	<input type="checkbox"/> Site Plan Amendment
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Other (fill in) _____

**4.
PROPOSED
DEVELOPMENT**

Name & Nature of Use (describe project)

**5.
VARIANCE/
DEVIATION
NOTES**

Sections of the Land Development Ordinance or Redevelopment Plan from which relief is requested (List Variances/Deviations):

Applicant's reasons for the Planning Board or Board of Adjustment to grant relief:

**6.
APPLICANT**

Applicant's Name

Street Address

Phone Fax

City State Zip

e-Mail address

**7.
OWNER**

_____ Owner's Name		_____ Street Address		
_____ Phone	_____ Fax	_____ City	_____ State	_____ Zip

**8.
APPLICANT'S
ATTORNEY**

_____ Attorney's Name		_____ Street Address		
_____ Firm's Name		_____ City	_____ State	_____ Zip
_____ Phone	_____ Fax	_____ e-mail address		

**9.
PLAN
PREPARERS**

_____ Engineer's Name & License Number		_____ Street Address		
_____ Firm's Name		_____ City	_____ State	_____ Zip
_____ Phone	_____ Fax	_____ e-mail address		

_____ Surveyor's Name & License Number		_____ Street Address		
_____ Firm's Name		_____ City	_____ State	_____ Zip
_____ Phone	_____ Fax	_____ e-mail address		

_____ Planner's Name & License Number		_____ Street Address		
_____ Firm's Name		_____ City	_____ State	_____ Zip
_____ Phone	_____ Fax	_____ e-mail address		

_____ Architect's Name & License Number		_____ Street Address		
_____ Firm's Name		_____ City	_____ State	_____ Zip
_____ Phone	_____ Fax	_____ e-mail address		

**10.
SUBJECT
PROPERTY
DESCRIPTION**

Site Acreage (square footage and dimensions):

_____ sf _____ x _____ (dimensions)

Zone District(s): _____

Present use: _____

Redevelopment Area: _____
Historic District: _____

Check all that apply for present conditions:

<input type="checkbox"/> Conforming Use	<input type="checkbox"/> Non-Conforming Use
<input type="checkbox"/> Conforming Structure	<input type="checkbox"/> Non-Conforming Structure
<input type="checkbox"/> Vacant Lot	

What is your FEMA flood zone and base flood elevation (BFE)?:

Check all that Apply:

<input type="checkbox"/> Application for a new building on undeveloped tract	<input type="checkbox"/> Application for new use of existing building	<input type="checkbox"/> Application for use of a portion of a building
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Is the subject building or property on the list of properties eligible for the Historic Register?

yes no

Is demolition proposed? yes no If yes, is building 150+ years old? yes age: _____ no

Number of New Buildings: _____

Height table:

	Existing		Proposed	
	Stories	Feet	Stories	Feet
Building				
Addition/Extension				
Rooftop Appurtenances				
Accessory Structures				

Square Footage of applicable building(s) for this project by use:		
Residential		sf
Retail		sf
Office		sf
Industrial		sf
Parking Garage		sf
Other		sf
TOTAL:		sf

Number of dwelling units (if applicable):		
Studio		units
1 bedroom		units
2 bedroom		units
3 bedroom		units
4+ bedroom		units
TOTAL:		units

Number of lots before subdivision:	
Number of lots after subdivision:	

% of lot to be covered by buildings:	%
% of lot to be covered by buildings & pavement:	%
Gross floor area (GFA):	sf
Floor Area Ratio (FAR):	

**11.
PARKING &
SIGNAGE**

Number of parking spaces & dimensions: number: _____ / Dimensions: _____

Number of loading spaces & dimensions: number: _____ / Dimensions: _____

Number of Signs: _____

Height of monument and/or pylon signs: _____

**12.
INFRA-
STRUCTURE**

<u>WATER</u>		
Is public water being extended to the tract and/or reused? If yes, specify size and material.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Size		
Material		
Does the existing water service have a curb stop?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there existing combined fire/domestic service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there existing domestic service only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is new water service being proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there new combined fire/domestic service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there new domestic service only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>SEWER</u>		
Is existing sewer service proposed to be reused? If yes, specify size and material.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Size		
Material		
Will there be sewer curb cleanout?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are minimum slope requirements satisfied as per National Standard Plumbing Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is new sewer service proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are storm drains proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any new streets or utility extensions proposed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>MISC</u>		
Are existing streets being widened	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are utilities underground	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is site in a flood plain?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is soil removal or fill proposed? If yes, specify total in cubic yards.	<input type="checkbox"/> Yes	<input type="checkbox"/> No _____
Are any structures being removed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the application for additional buildings and/or improvements to a tract having existing buildings and/or improvements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property within 200 feet of an adjacent municipality? If yes, which?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipalities:		
Is the property on a County Road?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there deed restrictions, covenants, and/or easements affecting the tract? If yes, attach 2 copies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any performance guarantees and/or maintenance agreements with the City Council? If yes, attach 2 copies.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**13.
TYPE OF
DEVELOPMENT**

REQUIRED FOR ALL DEVELOPMENT APPLICATIONS	Total number of new residential units created	Total number of affordable housing units* created	Total number of residential units demolished
New structure containing residential units			
Conversion from a non-residential structure to a structure containing residential units			
Conversion from market rate housing units to NJ COAH defined affordable housing units			

*According to NJ COAH definitions at *N.J.A.C. 5:94 et seq.*

	Moderate Income	Low Income	Very Low Income	Age Restricted	Rental Units
Number of affordable housing units created*					

*According to NJ COAH definitions at *N.J.A.C. 5:94 et seq.*

Use Group Description (These descriptions are pursuant to NJ Council on Affordable Housing N.J.A.C. 5:94 Appendix E, and are for the sole purpose of calculating affordable housing obligation.)	Gross Floor Area of New Construction	Gross Floor Area of Demolition
B: Office buildings. Places where business transactions of all kinds occur. Includes banks, corporate offices, government offices, professional offices, car showrooms and outpatient clinics.		
M: Mercantile uses. Buildings used to display and sell products. Includes retail stores, strip malls, shops and gas stations.		
F: Factories where people make, process, or assemble products. F use group includes F1 and F2.		
S: Storage uses. Includes warehouses, <u>parking garages</u> , and lumberyards. S group includes S1 and S2.		
H: High Hazard manufacturing, processing, generation and storage uses. H group includes H1, H2, H3, H4 and H5.		
A1: Assembly uses including concert halls and TV studios.		
A2: Assembly uses including casinos, night clubs, restaurants and taverns.		
A3: Assembly uses including libraries, lecture halls, arcades, galleries, bowling alleys, funeral parlors, gymnasiums and museums, but excluding houses of worship		
A4: Assembly uses including arenas, skating rinks and pools.		
A5: Assembly uses including bleachers, grandstands, amusement park structures and stadiums		
E: Schools K – 12		
I: Institutional uses such as hospitals, nursing homes, assisted living facilities and jails. I group includes I1, I2, I3 and I4.		
R1: Hotels, motels and dormitories		
U: Miscellaneous uses. Fences, tanks, sheds, greenhouses, etc.		

14. APPROVAL HISTORY

List all past approvals, denials, appeals, or other activity for the subject property. Check here if none
 If there are previous approvals, attach 2 copies of the approving resolution.

	CITY JOB/CASE NUMBER	APPROVED	DENIED	DATE
Subdivision		<input type="checkbox"/>	<input type="checkbox"/>	
Site Plan		<input type="checkbox"/>	<input type="checkbox"/>	
Variance(s)		<input type="checkbox"/>	<input type="checkbox"/>	
Building Permit		<input type="checkbox"/>	<input type="checkbox"/>	

15. FEES
 (see attached fee schedule)

STAFF CALCULATIONS ONLY	
Subdivision	\$
Site Plan	\$
Variance(s)	\$
TOTAL DUE	\$
Amount Paid	\$
BALANCE DUE	\$

16. ATTACHMENTS

Please Attach the required additional forms and information, if applicable (see attached FORMS and CHECKLISTS)

17. CERTIFICATION

I certify that the foregoing statements and the attached materials submitted are true. I further certify that I am the individual applicant or that I am an Officer of the Corporate Applicant and that I am authorized to sign the application for the Corporation or that I am a General Partner of the Partnership Applicant. I hereby permit authorized City official to inspect my property in conjunction with this application.

Sworn to and subscribed before me this date _____

 Signature of Applicant

 Property Owner Authorizing Application if other than Applicant

 Notary Public

Minor Subdivision Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Originally signed and sealed maps as described: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete) (1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. (2) 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. (3) The scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 (4) The subdivision plat size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42". (5) Zoning table (6) Plat Details (a) A definite point of beginning, referenced by adjacent lines. (b) Each boundary of the survey, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing. (c) The area(s) of both the original and proposed lots. (d) Any right-of-way or other permanent easement existing on the property. (e) Any building line restrictions of record. (f) All property lines not to change shall be indicated by heavy solid lines. (g) All property lines to be changed shall be indicated by broken lines. (h) All new property lines shall be shown in heavy broken lines. (I) Tax block, lot number(s) and street addresses (j) Dates of drawings and revisions, if any. (k) Graphic scale (l) Project title (m) North arrow: to be designed so that the north is facing the top of the page.					

Preliminary and Final Major Subdivision Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership					
3. Affidavit of Performance					
4. The following number of maps as described, and metes and bounds description bearing original signature and seal of the New Jersey licensed surveyor preparing them, shall be submitted: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete) (1) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. (2) A key map at a scale not less than 1" = 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. (3) The scale shall be a minimum of 1"=20' for tracts up to 40 acres and 1"=50' for tracts over 40 acres. (4) The subdivision plat size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42". (5) Zoning table (6) Plat Details (a) A definite point of beginning, referenced by adjacent lines. (b) Each boundary of the survey, shown by metes, bounds and bearings, indicated by magnetic, true north or relative bearing. (c) The area(s) of both the original and proposed lots. (d) Any right-of-way or other permanent easement existing on the property. (e) Any building line restrictions of record. (f) All property lines not to change shall be indicated by heavy solid lines. (g) All property lines to be changed shall be indicated by broken lines. (h) All new property lines shall be shown in heavy broken lines. (i) Tax block, lot number(s) and street addresses address: (j) Dates of drawings and revisions, if any. (k) Graphic scale (l) Project title (m) North arrow: to be designed so that the north is facing the top of the page.					

Minor Site Plan Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Plan drawn, signed, and sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey.					
3. The scale shall be a minimum of 1"=20' or as required by the planning staff. No 15' scale.					
4. The plan size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42".					
5. Current survey upon which plan is based.					
6. 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.					
7. Title block and basic information: A) Project Title B) Date of Original Preparation and Date(s) of revision C) North arrow to be designed so that north is facing the top of the page. D) Graphic Scale E) Tax block, lot numbers and street addresses F) Name, address and license number of person preparing plan					
8. Zoning table, located on first numbered page					
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. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
11. Affidavit of Performance					
12. Affidavit of Ownership					
13. 10% disclosure, if applicable					
14. Letter of Rejection from Zoning Officer, if available					
15. Application Fee					
16. Certificate of tax and water bills paid					
17. Current color site photo and photo including adjacent properties, where applicable					
18. Elevations of all applicable façades, including window dimensions					
19. Roof plan, if applicable					
20. Application filed with the Historic Preservation Commission, if applicable.					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

Preliminary and Final Major Site Plan Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

Planning Completeness	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership					
3. Affidavit of Performance					
4. 10% disclosure, if applicable					
5. Letter of Rejection from Zoning Officer, if available					
6. Current color site photo and photo including adjacent properties, where applicable.					
7. Application Fee					
8. Certificate of tax and water bills paid					
9. The following number of plans shall be submitted: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete)					
10. All plans shall include: A) 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. B) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variance or design standard waiver request, if any, clearly noted). One table per plan set, to be located on the first numbered drawing sheet. (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle parking (# of spaces, dimensions) (6) Bike parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbcut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel. (13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested)					
11. The scale shall be a minimum of 1"=20' for tracts up to 40 acres or 1"=50' for tracts over 40 acres. (No 15' scale)					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
12. Map size: 8.5x13"; 15x21"; 24x36"; or 30x42".					
13. The following details shall be on all site plans:					
A) Tax block, lot numbers and street address of site					
B) Dates of drawings and revisions, if any					
C) Graphic Scale					
D) Project title					
E) North arrow					
F) Landscaping					
(1) Type					
(2) Caliper					
(3) Square Footage					
(4) Height					
(5) Planting Schedule					
(6) Maintenance procedures and guarantees					
G) Survey showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.					
H) Demolition Plan, if applicable					
I) 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.					
J) Floor plans with all room dimensions including basement plan and roof plan.					
K) Locations of all mechanical and other equipment					
L) Materials used in paved areas and walks and all other surface treatments.					
M) Lighting; wattage, location, height, attachment details, areas of diffusion					
N) Fences/walls: height, materials, width of internal details (e.g.: pickets), spacing of internal details.					
O) Refuse: location of dumpster, etc., screening height, materials, details of removal path.					
P) Signage: Lettering, dimensions, location, materials equipment, and lighting.					
Q) Recreation areas: location, square footage, materials, equipment and lighting					
R) Elevations of all façades indicating colors and materials and window dimensions					
S) Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, façade materials, etc. at 1/4" scale where appropriate					
T) Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at 1/4" scale where appropriate					
U) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
V) Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.					
W) Utility connection points into proposed structures (eg: façade conduits, transformers) to be detailed on site plans and façade elevations.					
X) One illustrative site plan depicting details using the following color scheme:					
(1) Asphalt paved areas: gray concrete					
(2) Paved areas: beige					
(3) Buildings: dark brown					
(4) Landscaped areas: light green					
(5) Trees and shrubs: dark green					
(6) Water: light blue					
(7) Signs: red					
(8) Lighting fixtures: black					
Y) Circulation: parking spaces, dimensions, aisle widths, location of accessible bike racks/storage, car sharing, sidewalk details, etc.					
Z) Shadow study, if applicable					
AA) Visual assessment, if required					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
14. Indication of review/approval (if applicable) by Environmental Commission, Department of Environmental Protection, Army Corps of Engineers					
15. Application filed with Historic Preservation Commission, if applicable					
16. Indication if property contains a right-of-way preservation area, per map 4.4-1 of the Jersey City Master Plan Circulation Element.					

Engineering Completeness

<p>1. The following engineering details shall be included on Plans. Plans will be forwarded to the Division of Engineering and/or other appropriate municipal review agents for comment:</p> <p>A) Survey, signed and sealed by a licensed surveyor, showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.</p> <p>B) Location of project relative to adjacent properties and improvements, including encroachments</p> <p>C) Topographic data with existing and proposed elevations.</p> <p>D) 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.</p> <p>Also, 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.</p> <p>E) 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.</p> <p>F) Entrance to the project from public streets with curbs, drop curbs, aprons, and sidewalks.</p> <p>G) 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.</p> <p>H) 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.</p> <p>I) Parking lot drainage</p> <p>J) Water service connections including valves, hydrants</p> <p>K) Proposed erosion control plan and method of control</p> <p>L) Water supply system demand, strategy and design</p> <p>M) Sanitary sewer system demand, strategy and design</p> <p>N) Traffic study, if required by Planning Director, showing existing and proposed traffic flows and volumes. (Per §345-17)</p>					
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* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

"C" & "D" Variance Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance.					
3. Affidavit of Ownership					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Current survey upon which plan is based.					
6. A statement of Principal Points relative to the Variance as per NJSA-40:55D-70(c) and (d)					
7. Original certified list and block diagram of all property owners within 200 feet.					
8. Notice to property owners (Must be submitted at least 14 days prior to the hearing for staff review)					
9. Affidavit of Vacant and Nonconforming Use indicating length of time property has been vacant, if applicable.					
10. Fourteen sets of folded plans (once complete) of proposed buildings or alterations with the following information: A) All pages must bear an original signature and seal of an engineer or architect licensed in New Jersey. B) A Key Map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning districts, streets and lots involved in the application. To be located on the first numbered drawing sheet. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variances, deviations, or design standard waiver requests. If any, clearly noted. One table per plan set, to be located on the first numbered drawing sheet. (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle Parking (# of spaces, dimensions) (6) Bike Parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbcut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel.					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
(13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested) D) The scale shall be a minimum of: 1"=20' for tracts up to 40 acres or 1"=50" for tracts over 40 acres. (No 15' scale) E) 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. F) Demolition Plan, if applicable G) Floor plans with all room dimensions, including basement plan and roof plan H) Elevations, with details of materials and colors, for all applicable facades and window dimensions. I) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison. J) Sign details, if applicable K) North arrow, designated so that the north arrow is facing the top of the page. L) Street addresses and block number(s) M) Dates of drawings and revisions, if any N) Graphic Scale O) Project title					
11. Notice of Rejection which has been signed by the Zoning Officer, if available					
12. Current color site photo and photo including adjacent properties, where applicable.					
13. Application Fee					
14. Certificate of tax and water bills paid					
15. 10% disclosure statement, if applicable					
16. Application filed with the Historic Preservation Commission, if applicable.					
17. The following must be submitted at least 2 days prior to the hearing: A) Certified Mail Receipts (1) Mounted on 8.5x11 bound paper (2) Six to a page (3) Arranged in the same order as indicated on the certified list of property owners (a properly certified US Postal from 3877 will be accepted in lieu of the mounted receipts, provided that the addresses are arranged in the same order as indicated on the certified list). RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED B) Affidavit of Proof of Service C) Affidavit of Publication					

* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

"A" and "B" appeals Checklist

CASE #: _____
 DATE: _____
 PROPERTY ADDRESS: _____
 APPLICANT: _____
 OWNER: _____

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance.					
3. Affidavit of Ownership.					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Notice of Rejection which has been signed by the Zoning Officer, if available					
6. Notice of Appeal from the opinion of the zoning officer if applicable.					
7. Application Fee					
8. A Statement of Principal Points relative to the appeal as per N.J.S.A. 40:55D-70(a) or (b).					
9. Certified list and block diagram of all property owners within 200 feet.					
10. Notice to property owners. (Must be submitted at least 14 days prior to the hearing for staff review.)					
11. The following must be submitted at least 2 days prior to the hearing: A) Certified Mail Receipts (1) Mounted on 8.5x11 bound paper (2) Six to a page (3) Arranged in the same order as indicated on the certified list of property owners (a properly certified US Postal form 3877 will be accepted in lieu of the mounted receipts, provided that the addresses are arranged in the same order as indicated on the certified list). RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED B) Affidavit of Proof of Service C) Affidavit of Publication					

* If a waiver is requested, please supply detailed reasons for the request. Attached additional sheets if necessary.

Review Agent Contact Sheet

The mailing address and contact person (with phone and FAX numbers) for the Review Agents are provided below:

Agency Address	Contact Person
1. Division of Engineering 575 Route 440 Jersey City, NJ 07305	Stanley Huang Phone: 547-5965 FAX: 547-4729
2. Bureau of Water 555 Route 440 Jersey City, NJ 07305	Rajiv Prakash Phone: 209-0319 FAX: 432-3795
3. Jersey City Municipal Utilities Authority 555 Route 440 Jersey City, NJ 07305	Ruth Mogro Phone: 209-0319 FAX: 432-3795
4. Division of Traffic Engineering 575 Route 440 Jersey City, NJ 07305	Lichuan Wang Phone: 547-5072 FAX: 547-4703
5. Division of Zoning 30 Montgomery St, Room # 409 Jersey City, NJ 07302	Nick Taylor Phone: 547-6564/4832 FAX: 547-5216
6. Department of Public Works 575 Route 440 Jersey City, NJ 07305	Oren K. Dabney, Sr. Phone: 547-4402 FAX: 547-4803
7. Jersey City Incinerator Authority 501 Route 440 Jersey City, NJ 07305	Oren K. Dabney, Sr. Phone: 432-4645 FAX: 432-9530
8. Tax Assessor 280 Grove Street, Room #101 Jersey City, NJ 07302	Ed Toloza Phone: 547-4707
9. Board Attorney – Planning Board ONLY Florio & Kenny LLP 5 Marine View Plaza, Suite 103 Hoboken, NJ 07030	Edward J. Florio / Dennis Liloia Phone: 659-8011 Fax: 659-8511
SUBDIVISION ONLY	
10. Tax Map Room 280 Grove Street, Room #B1 Jersey City, NJ 07302	Lucien Taduran Phone: 547-5167

Community Notice Requirements

As required by stipulations in certain Redevelopment Plans, special notice of applications made to the Division of City Planning **must** also be submitted to local community groups. Affidavit of mailing is required to be submitted to the Division of City Planning for the project file.

1. Morris Canal Redevelopment Area

- a. As per §VI of the Plan, notice to the community must be made not less than twenty-one (21) calendar days prior to the Planning Board hearing for which it scheduled. An affidavit showing proof of submission of site plan and application shall be submitted to the Division of City Planning not less than ten (10) calendar days prior to said hearing.
- b. There are three community groups which must be notified. They are as follows:
 - i. Morris Canal Redevelopment Area Coalition
c/o June Jones & Sr. Julia Scanlan
317-319 Pacific Ave.
Jersey City, NJ 07304
 - ii. Lafayette Neighborhood Action Coalition
c/o Dianna Guadagnino
287 Communipaw Ave.
Jersey City, NJ 07304
 - iii. Communipaw Avenue Block Association
c/o Ms. Rosalyn Browne
384 Communipaw Ave.
Jersey City, NJ 07304

2. Monticello Avenue Redevelopment Plan Area

- a. As per §IV.A of the Plan, notice to the community must be made not less than forty-five (45) calendar days prior to the Planning Board hearing for which it scheduled. An affidavit showing proof of submission of site plan and application shall be submitted to the Division of City Planning not less than twenty-one (21) calendar days prior to said hearing.
- b. There is one community group who must be notified:
 - i. Monticello Community Development Corporation (MCDC)
c/o Michelle Massey
37 Emory St.
Jersey City, NJ 07304

3. Canal Crossing Redevelopment Plan Area

- a. As per §V. H. of the Plan, the following agents of GRACO shall be notified of any development application, remediation application, development activity or remediation activity at least 14 days prior to site work commencement and application submission.
- b. There are four representatives who must be contacted:
 - i. Felicia Collis 189 Clerk Street felycollis@yahoo.com
 - ii. Joyce Willis 191 Randolph Ave j.willis222@verizon.net
 - iii. Teresa Patteron 185 Arlington Ave artsista@hotmail.com
 - iv. Ed Vergara 47 Gallinson Dr.
New Providence, NJ 07974 vergara_ed@yahoo.com

AFFIDAVIT OF PERFORMANCE

I, _____
(Property Owner/Architect/Engineer)

hereby certify that the Site Plan submitted to the Planning Board/Zoning Board of

Adjustment [cross out inapplicable Board] for property at

_____;

Block(s) _____, Lot(s) _____

is a full and complete representation of the Site Plan and that it shall be completed as submitted.

(Property Owner/Architect/Engineer)

Sworn before me this

_____ day of _____, 20_____

Notary Public

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY ss.

COUNTY OF HUDSON

I, _____ of full age, being duly sworn
(print owner's name)

according to law on his/her oath deposes and says, that he/she resides or works at

(owner's address)

in the Town/City of Jersey City in the County
of Hudson and State of NJ is the owner
in fee of all that certain lot, piece or parcel of land situated, lying and being in the City of Jersey City
aforesaid, and known and designated as:

(property address)

Block: Lot(s):
Block: Lot(s):
Block: Lot(s):
Block: Lots(s):

and that he/she authorizes _____ to
(name of applicant)

make the annexed application in his/her behalf, and that the statements of fact contained in said
application are true.

By: _____
(signature of owner)

Sworn to before me this

_____ day of _____ 20_____

Notary Public

PAYMENT OF TAXES

Every application submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by verification of tax payments or balance due for the property which is the subject of subject of such application. This verification must be obtained from the City Tax Collector.

TO: CITY TAX COLLECTOR, CITY HALL, ROOM 101

FROM:

APPLICANT _____

PROPERTY IN QUESTION _____

Please provide notice that no taxes or assessments are due on the above referenced property or indicate the balance due. This request is in conjunction with my application before the Planning Board or Zoning Board of Adjustment.

There is a \$5.00 per lot fee for this request.

IMPORTANT

This form is to be forwarded to the City Tax Collector ONLY. It is not to be returned to the Board Secretary unless the property is tax exempt.

Verification of Payment of Water Bill

All applications submitted to the Planning Board or Zoning Board of Adjustment shall be accompanied by a **Water Clearance Certificate**. A request for a Water Clearance Certificate can be obtained from United Water – **METER OFFICE**, at no charge, by phone, fax or mail. All mailed requests must contain a self-addressed/stamped envelope for the return of the certificate.

United Water of Jersey City
25 Troy Street
Jersey City, N.J. 07306
Ph: (201) 420-6592
Fax: (201) 656-8383
Hours of Operation:
8:00-12:00 PM and 1:00-4:30 PM

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

TO: LUCIEN TADURAN, TAX MAP ROOM, ROOM # B1, CITY HALL, 280 GROVE ST, JC

Attached please find my check in the amount of ten dollars (\$10) for a certified list of property owners within a two hundred foot (200') radius of (give property address).

Street Address _____;

Block _____ Lot(s): _____

Block _____ Lot(s): _____

Block _____ Lot(s): _____

Block _____ Lot(s): _____

This is required in conjunction with my application for a major subdivision and/or variance.

APPLICANT

ADDRESS

IMPORTANT

This form is to be forwarded to the Map Room ONLY. It is not to be returned to the Board Secretary.

The **original** Certified List of Property Owners is to be submitted to the Division of City Planning with your application. Keep a copy for your use in mailing out required notice.

NOTICE OF HEARING

Please be advised that an Application(s) for _____

(State application(s) type and specify type of variance(s), if any)

And any other variance(s) the Board may deem as required, has been filed with the Jersey City

_____ for property
(Specify Planning Board or Board of Adjustment)

located at _____
(Address)

Block(s) _____ Lot(s) _____

The purpose of this application is to: _____

(Describe proposal)

Any person interested in this application will have the opportunity to address the Board at the meeting of

_____ at _____
(Date of hearing) (Time: 5:30 pm Planning Board/6:00 pm Board of Adjustment)

in the Council Chambers of City Hall, 280 Grove Street, Jersey City, New Jersey 07302.

Plans are available for public inspection on any working day between 9:00 am and 4:00 pm at the City Planning Division, 30 Montgomery Street, Suite 1400 Jersey City, New Jersey 07302.

By: _____
Applicant (Please print name)

Signature

AFFIDAVIT OF PROOF OF SERVICE

PROOF OF SERVICE OF NOTICES REQUIRED BY STATUTE MUST BE FILED AND VERIFIED WITH THE DIVISION OF CITY PLANNING AT LEAST TWO DAYS PRIOR TO THE MEETING OR THE CASE WILL NOT BE HEARD.

STATE OF NEW JERSEY)

COUNTY OF _____)ss.

_____, of full age, being duly sworn

according to law, deposes and says, that (s)he resides/works at _____

in the Town/City of _____

County of _____

and State of _____

that (s)he is(are) the applicant in a proceeding before the Planning Board/Zoning Board of Adjustment [cross out inapplicable Board] of the City of Jersey City,

which has the Case # _____ and relates to premises located at:

#

Block(s) _____, Lot(s) _____

that on, _____, 201_____, (s)he gave written

notice of the hearing on this application to each and all of the persons upon whom service must be had, in the required form and according to the attached lists, and in the manner indicated thereon.

Applicant's Signature

Sworn to and Subscribed before me

This _____ day of _____ 201 .

Notary Public

345-32 NON-REFUNDABLE APPLICATION FEES

- A. There shall be a non-refundable fee for applications to the Jersey City Planning Board, Zoning Board of Adjustment, and Historic Preservation Commission as provided by law and established herein. The fees provided for shall be non-refundable and are for purposes of offsetting the administrative and clerical costs of running these Boards.
- B. The City of Jersey City and its agencies, such as the Housing Authority, Parking Authority, and Board of Education, as well as applications for affordable housing developments and applications for Certificates of Appropriateness and Certificates of No Effect submitted by non-profit entities for property within a designated Historic District are exempt from the fees described herein.

3/15/11

345-33 FEES

A. Applicable Fees

- 1. Every application for review or hearing before the Zoning Board of Adjustment, or the Planning Board shall be initially accompanied by a check for \$150, and every application to the Historic Preservation Commission shall be initially accompanied by a check for \$10. Balance due will be determined upon City Planning Staff's review in accordance with the amount(s) as provided in Fee Table I.
- 2. The applicant shall arrange to provide the Division of City Planning with two copies of the transcript for its files and shall pay the complete cost of the transcript of his or her application. Any balance due the transcription firm engaged by the Division for its services shall be payable immediately upon billing.
- 3. Copies of resolutions rendered by either the Board of Adjustment or the Planning Board shall be available to any person requesting them at their sole cost and expense. Any applicant shall receive a copy of the decision rendered at no additional cost. Minutes of either the Board of Adjustment or the Planning Board shall also be available on request to any person or applicant at their sole cost and expense. Amounts charged shall be as provided for in the City's ordinance regulating photocopy and documents fees.
- 4. Performance guarantees may be required by the Zoning Board of Adjustment or the Planning Board pursuant to N.J.S.A. 40:55D-53.

H. Schedule of Fees

<i>Application Type</i>	<i>Application Fees</i>
Planning Board and Board of Adjustment Applications	Non-Refundable
Minor Site Plan – Cell Antenna Application	\$2,500
Minor Site Plan – Signage and Storefronts	\$200
Minor Site Plan – Other	\$350
Preliminary Major Site Plan Residential	\$50 per Dwelling Unit or a Minimum of \$500
Preliminary Major Site Plan Non Residential	With principal buildings over 1,000 sq. ft. GFA: \$50 per 1000 sq. ft. GFA or part thereof or a minimum of \$500
Preliminary Major Site Plan Non Residential	Without principal building over 1,000 sq. ft. GFA: \$50 per 1,000 sq. ft. lot area or part thereof or a minimum of \$500
Final Major Site Plan	50% of current Preliminary Major Site Plan Fee
Site Plan Amendment	50% of the current application fee or a minimum of \$1,000
Conceptual Site Plan	\$500 (to be deducted from Fees for formal Application for Development)
Extension of Site Plan Approval	\$300
Minor Subdivision	\$500
Preliminary Major Subdivision	\$1,000 plus \$100 per lot
Final Major Subdivision	50% of current Preliminary Major Subdivision fee
SPECIAL MEETING REQUESTED BY APPLICANT	\$1,000
REZONING OR REDEVELOPMENT PLAN AMENDMENT REQUESTED BY DEVELOPER	Fee as specified in applicable redevelopment plan, or \$1,000, if no fee specified in plan.
APPEALS, INTERPRETATIONS AND VARIANCES	\$150

"a" & "b" Appeals and Interpretations as per NJSA 40:55D-70 a & b	\$150
<i>Application Type</i>	<i>Application Fees</i>
Planning Board and Board of Adjustment Applications	Non-Refundable
"c" Variance as per NJSA 40:55D-70(c) & deviation from redevelopment plan	\$500 for the first variance or deviation when not accompanied by a Major or Minor Site Plan or Subdivision \$300 for the first variance or deviation when accompanied by a Major or Minor Site Plan or Subdivision \$150 for each additional
"d" Variance as per NJSA 40:55D-70 (d)	\$1,000 for the first variance \$250 for each additional
Extension of Variance Approval	\$300 (when not filed concurrently with extension of Site Plan)

<i>Application Type</i>	<i>Application Fees</i>
Historic Preservation Commission Applications	Non-Refundable
CERTIFICATE OF NO EFFECT	
<u>Non-Residential</u> With Principal Building Without Principal Building Unlit Interior window sign only Sidewalk repair/replacement when not filed concurrently with other work	\$40 per 1,000 square feet GFA or part thereof \$40 per 1,000 square feet of lot area or part thereof \$40 \$40 for first 25 linear feet of frontage, additional \$20 for each 25 feet of frontage over 25 or part thereof
<u>Residential</u> Interior work only Exterior work only or Interior & exterior work filed concurrently Sidewalk repair/replacement when not filed concurrently with other work	\$10 per affected dwelling unit to a Maximum of \$60 \$20 per dwelling unit to a maximum of \$750 \$20 per dwelling unit to a maximum of \$60

CERTIFICATE OF APPROPRIATENESS (COA)	
<u>Residential</u> New Construction on Vacant Land All Others: 1-4 Dwelling Units 5 Dwelling Units or over	 \$500 \$100 \$20 per dwelling unit to a maximum of \$1,000
<u>Non-Residential</u> With Principal Building Without Principal Building Exterior Sign application only Outdoor Café only	 \$100 per 1,000 square feet of GFA or part thereof \$100 per 1,000 square feet lot area or part thereof \$100 \$100
Extension of COA Approval	\$200
SPECIAL MEETING REQUESTED BY APPLICANT	\$700

JERSEY CITY SEWERAGE AUTHORITY

SEWER CONNECTION PERMIT INFORMATION

In accordance with the proposed Jersey City Sewerage Authority sewer connection permit system, the following specifications should be adhered to for new sewer connections:

1. New Direct Connections to clay, PVC, PE, RCP or Ductile Iron sewers:
All house or building sewers must be connected to the Authority's sewer line, above horizontal center line of the pipe. This connection must be made by the use of a saddle which is securely fastened to the pipe.
2. New Direct Connection to Brick Sewers:
New building laterals must be connected to the brick sewer main so that the end of each lateral is flush with the inside wall of the brick main, an exterior clamp holds the lateral in place and non-shrink concrete grout is used to fill the void between the lateral and the brick pipe for the width of the brick pipe wall. Upon completion, the inside profile of the brick pipe wall must be smooth with no projectors or voids.
3. New Direct Connections to PCCP Sewers:
Will not be allowed without written consent from JCSA.
4. Jackhammers, sledgehammers, and other unsuitable machinery will not be used to make physical connections to sewer mains. Circular saws which are appropriately size or hand drills will be used to make the opening to receive the laterals. All debris will be removed and not allowed to fall into the pipe.
5. Upon completion of New Direct Connections, the Jersey City Sewerage Authority may televise the sewer lines for conformance to the site plan and these standards. The developer or owner will be notified to effectuate the necessary corrections, if needed. The Authority will request the Certificate of Occupancy (Co's) not be issued until corrections have been made to the satisfaction of the Authority.
6. House or building sewer connections which are six inches (6") or less in diameter and not permitted to connect into manholes, except in special cases where the manhole is redesigned and prior written approval is given by the Authority. New Connections which are eight inches (8") or greater in diameter should be connected to an existing or new manhole.
7. New connections to existing or proposed manholes where the new connection invert elevation is two feet (2') or greater above the existing sewer crown elevation must have an inside drop connection as per JCSA standard details. The reconstruction of channels and benches may be required.
8. All new connections to existing or new manholes must be constructed so that the new lateral crown elevation is equal to or greater than the crown elevation of the existing sewer. A drop connection may be required. The reconstruction of channels and benches may be required.

Contact Mark Lascavage at 432-1150 to obtain City standard and JCSA manhole, catch basin, and trench details.

The Office of the Mayor, the Office of the Construction Code Official and the Downtown Coalition of Neighborhood Associations have agreed on the following “construction rules of engagement” and request that you incorporate them into your planning process and those of your sub-contractors and suppliers. Failure to respect these agreed upon guidelines will impair relations with the surrounding community and may affect your permit applications and the schedule of your project.

1. **No monthly/extended permitting.** Except in certain carefully defined situations off-hours permits (weeknights or weekends) will only be granted on a week by week basis. Applications should be submitted at least 3 days prior to the date requested and, whenever possible, advance notice should be provided to community representatives to allow for notification of the affected residents.
2. **No weekend or night permitting within 600 feet of residential buildings.** Unless there is a true emergency “*in the interest of public health and safety*”. Permit applicants should adequately detail their reason and indicate why work cannot be performed during normal working hours.
3. **Full time, on-site seismic monitoring for any pile driving or similar heavy work within 250 feet of designated historic residential structures.** A qualified consultant should be retained to conduct such work, which should include a pre-construction survey to establish “base-line” conditions.
4. **Even during construction, “best available” efforts to minimize noise and preserve air quality and sanitation must be made.** State and City idling laws require trucks waiting more than *five minutes* to load or unload to stop their engines. All drivers working for you or your suppliers and contractors should be notified and reminded on a regular basis. County law requires that soil and debris piles be covered or otherwise managed to minimize dust in the area. Regular street-cleaning and wash-down should be funded by all active projects. Where pumps, compressors, generators or other continuous duty equipment are used, “best available” technology should be required to minimize adverse impacts, including use of electric driven equipment. This is required for off-hours work permits.
5. **Impact on resident zone parking should be minimized.** While safe truck routes and construction sites take priority over resident parking, every effort should be made to minimize the impact on zoned resident parking. Safety and efficient work practice for construction activities should take priority over resident parking however resident *parking* should take priority over construction worker *parking*. Due to the lack of space in the area construction workers should arrive by public transportation. This should be discussed with sub-contractors and addressed in their contracts, and is required for off-hours work permits.
6. **Truck routing should maximize safety and minimize impact on historic structures and residential community.** Pedestrian safety *must* take priority over construction schedules. **Safe clearly marked** pedestrian right-of-way must be maintained and pedestrians given the right of way at all crosswalks. Local speed limits and prohibition of trucks on residential streets should be addressed with delivery personnel and strictly enforced. For regular deliveries (ie cement, steel, etc) a route map should be provided to drivers. Truck routes should be designed such that, wherever possible, loaded trucks travel the *shortest* distance through or adjacent to historic districts. Construction deliveries and trash collection should only take place between 7 am and 6 pm weekdays. Traffic laws and routes should be addressed with drivers *before* they come to the job. Where necessary or appropriate, such as for a large number of deliveries, off-duty police should be hired to ensure safe traffic flow.
7. **Emergency Generator testing.** Inasmuch as the nature of this activity is “testing” and not “emergency” it should be performed only during normal working hours. Inconvenience or discomfort of business tenants does not justify granting of permits for weekend or evening testing. *This includes repair of such equipment during non-emergency conditions.*