

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.