



GENERAL DEVELOPMENT APPLICATION ("GDA") PROCEDURES AND INSTRUCTIONS



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SUBMISSION PROCEDURES AND INSTRUCTIONS

- Submit by electronic means a completed Jersey City [General Development Application](#) (GDA), signed and notarized [affidavit of submission](#) and supporting documents listed in the [application checklist](#) and hyperlinked list to the right. Please submit digital files separately and name them in a format that is easy to identify. Email applications to jmorales@jcnj.org; tmiller@jcnj.org *If submitting an Appeal you must use the Appeal Application form accessible on the Jersey City Division of City Planning webpage.*
- Upon receiving email from staff confirming receipt of documents and case number, the Applicant is required to make a \$150 deposit. Referencing the case number and site address, [payment can be made online here](#).
- Within 45 days of receipt of the materials listed in Paragraph 1 above and checklist, the applicant or their attorney will receive an email indicating if the documents provided constitute a valid Application for Development and/or a Completeness Checklist Review. 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 and the property address. Further document submissions may be necessary in order to qualify as a valid Application for Development, and to thereafter be deemed "complete". Should you wish to find out who your review planner is please see the [Application Intake Log here](#).
- 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 transmit a digital set by electronic means to each Review Agent unless a hard copy set is requested. The Plans and supplemental information shall match the most up-to-date set of documents reviewed by the Review Planner. See enclosed **Review Agent Contact List**.
- 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. Upon notification, the Applicant shall promptly submit a complete digital package of the application with the latest revisions and any other necessary supporting documents to the review planner on or before the distribution deadline listed in the meeting dates table below. The Applicant should coordinate with the Review Planner on format and file transfer service. The complete digital package shall be the same plans that all Review Agents and the Review Planner had reviewed in their last round of review and comment letters. See enclosed **City of Jersey City 2023 Land Use Board Meeting Dates** table below for all applicable deadlines and dates.
- Once deemed complete, the applicant will be assigned a hearing date. Per [Chapter 345, Article III, Section 19](#), notice of a hearing requiring public notice shall be published in the Jersey Journal at least ten (10) days prior to the hearing.

EMAIL APPLICATIONS TO

jmorales@jcnj.org; tmiller@jcnj.org

FORMS AND SUPPORT DOCUMENTS

- [General Development Application](#)
- [Affidavit of Submission](#)
- [Application Checklist](#)
- [10% Disclosure Form](#)
- [Affidavit of ownership](#)
- [Affidavit of performance](#)
- [Request for Certified 200' List](#)
- [Sample Notice Form Planning Board](#)
- [Sample Notice Form Zoning Board](#)
- [Proof of Service](#)
- [Payment of Property Taxes Form](#)
- [Payment of Water Bill Instructions](#)
- [GAR Calculation Worksheet](#)
- [Land Development Ordinance](#)
- [Redevelopments Plans](#)
- [Zoning Map](#)
- [Interactive Zoning Map](#)

7. A \$250 deposit is required for stenographer services. Payment must be remitted and processed prior to the hearing. Applicants may mail a hard check 10 business days prior to the hearing to Precision Reporting Service, 32 Weaver Street, Summit, NJ 07901, or Venmo your deposit to the following account @PrecisionReportingService (8166). Personal checks are not accepted. **Please reference the address and case number on the check or in body of the Venmo deposit.** Forward confirmation to your deposit to the review planner. For any further assistance, please contact Bridget Lombardozi, our stenographer, at lomgeneral@gmail.com and blombardozicsr@aim.com.

8. For more information see the ‘Rules and Regulations’ section on the [City Planning webpage](#). Should you have any other questions email cityplanning@jcnj.org; jmorales@jcnj.org; tmiller@jcnj.org

NO APPLICATIONS WILL BE SCHEDULED OR HEARD BY THE PLANNING BOARD OR ZONING BOARD OF ADJUSTMENT UNLESS FEES HAVE BEEN PAID IN FULL.

2023 JERSEY CITY LAND USE BOARD MEETING DATES

Submission does not guarantee scheduling.

Planning Board 5:30pm Start			Zoning Board of Adjustment 6:30pm Start		
Meeting Dates	Review Agent Deadlines	Distribution Deadlines	Meeting Dates	Review Agent Deadlines	Distribution Deadlines
10-Jan	19-Dec-22	28-Dec-22	12-Jan	21-Dec-22	30-Dec-22
24-Jan	3-Jan	11-Jan	26-Jan	4-Jan	13-Jan
7-Feb	17-Jan	25-Jan	9-Feb	18-Jan	27-Jan
21-Feb	30-Jan	8-Feb	23-Feb	1-Feb	10-Feb
7-Mar	14-Feb	22-Feb	9-Mar	15-Feb	24-Feb
21-Mar	27-Feb	8-Mar	23-Mar	1-Mar	10-Mar
4-Apr	13-Mar	22-Mar	13-Apr	22-Mar	31-Mar
25-Apr	3-Apr	12-Apr	27-Apr	5-Apr	14-Apr
9-May	17-Apr	26-Apr	11-May	19-Apr	28-Apr
23-May	1-May	10-May	25-May	3-May	12-May
13-Jun	22-May	31-May	15-Jun	24-May	2-Jun
27-Jun	5-Jun	14-Jun	29-Jun	7-Jun	16-Jun
11-Jul	20-Jun	28-Jun	6-Jul	14-Jun	23-Jun
25-Jul	3-Jul	12-Jul	20-Jul	28-Jun	7-Jul
8-Aug	17-Jul	26-Jul	10-Aug	19-Jul	28-Jul
22-Aug	31-Jul	9-Aug	24-Aug	2-Aug	11-Aug
5-Sep	14-Aug	23-Aug	7-Sep	16-Aug	25-Aug
19-Sep	28-Aug	6-Sep	21-Sep	30-Aug	8-Sep
10-Oct	18-Sep	27-Sep	12-Oct	20-Sep	29-Sep
24-Oct	2-Oct	11-Oct	26-Oct	4-Oct	13-Oct
14-Nov	23-Oct	1-Nov	9-Nov	18-Oct	27-Oct
28-Nov	6-Nov	15-Nov	7-Dec	15-Nov	24-Nov
12-Dec	20-Nov	29-Nov			

COMMUNITY NOTICE REQUIREMENTS AND MEETINGS

Staff encourages all applicants to participate in community meetings with neighborhood groups prior to submission and/or completeness. You may contact city planning staff for the contact information of neighborhood groups in your area.

As required in certain Redevelopment Plans, special notice of applications **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
317-319 Pacific Ave.
Jersey City, NJ 07304

2. 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 Patterson	185 Arlington Ave	artsista@hotmail.com
iv. Christopher Perez	185 Carteret Ave	christopher.perez@gmail.com

3. Other community notice provisions are outlined in the following redevelopment plans:

- a. Jackson Hill Redevelopment Plan
- b. Jersey Avenue Park Redevelopment Plan
- c. Ocean Avenue South Redevelopment Plan
- d. This list may be incomplete. Review the redevelopment plan which controls the subject property for any applicable community notice provisions.

REVIEW AGENT CONTACT LIST

The mailing address and contact person (with phone and email) for the Review Agents are provided below. This list is subject to change:

	Agency Address	Contact Person	Method of Delivery
1.	Department of Infrastructure Division of Engineering 13-15 Linden Avenue East Jersey City NJ 07305	Lichuan Wang & Drew Banghart Phone: 201-547-5965 Email: lichuan@jcnj.org dbanghart@jcnj.org	Email and One (1) Hard Copy
2.	Jersey City Municipal Utilities Authority 555 Route 440 Jersey City, NJ 07305	Ruth Mogro / Joseph Newmann Phone: 201-209-0319 Email: r.mogro@jcmua.com j.newman@jcmua.com	Email and (1) Hard Copy upon their request
3.	Department of Infrastructure Division of Transportation Planning 13-15 Linden Avenue East Jersey City NJ 07305	Lyndsey Scofield, PMP Senior Transportation Planner Phone: 201-547-5056 Email: lscofield@jcnj.org	Email
4.	Department of Infrastructure Division of Traffic Engineering 13-15 Linden Avenue East Jersey City NJ 07305	Victor Owusu Assistant Traffic Engineer Phone: 201-547-4419 Email: vowusu@jcnj.org	Email
5.	Tax Assessor City Hall Annex 1 Jackson Square, 3 rd Floor Jersey City, NJ 07305	Ed Toloza and Laura Tacuri Phone: 201-547-5131 Email: edward@jcnj.org tacuril@jcnj.org	Email
6.	SUBDIVISION ONLY Tax Map Room City Hall Annex 1 Jackson Square, 3 rd Floor Jersey City, NJ 07305	Lucien Taduran Phone: 201-547-5167 Email: ltaduran@jcnj.org	Email