



## GENERAL DEVELOPMENT APPLICATION ("GDA") PROCEDURES AND INSTRUCTIONS



1 Jackson Square, 2<sup>nd</sup> floor, Jersey City NJ 07305 | 201-547-5010 | [cityplanning@jcnj.org](mailto:cityplanning@jcnj.org)

### 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](mailto:jmorales@jcnj.org); [tmiller@jcnj.org](mailto:tmiller@jcnj.org)
- 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 2022 Land Use Board Meeting Dates** table below for all applicable deadlines and dates.

#### EMAIL APPLICATIONS TO

[jmorales@jcnj.org](mailto:jmorales@jcnj.org); [tmiller@jcnj.org](mailto: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](#)
- [Notice of Hearing Sample Form](#)
- [Notice of Hearing \(electronic video conference\) Sample Form](#)
- [Proof of Service](#)
- [Payment of Property Taxes Form](#)
- [Payment of Water Bill Instructions](#)
- [GAR Calculation Worksheet](#)
- [Land Development Ordinance](#)
- [Redevelopments Plans](#)
- [Zoning Map](#)

6. 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](mailto:lomgeneral@gmail.com) and [blombardozicsr@aim.com](mailto:blombardozicsr@aim.com).

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

**2022 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
4-Jan	13-Dec-21	22-Dec-21	13-Jan	22-Dec-21	30-Dec-21
18-Jan	27-Dec-21	5-Jan	27-Jan	5-Jan	14-Jan
1-Feb	10-Jan	19-Jan	10-Feb	19-Jan	28-Jan
15-Feb	24-Jan	2-Feb	24-Feb	2-Feb	10-Feb
8-Mar	14-Feb	23-Feb	10-Mar	16-Feb	25-Feb
22-Mar	28-Feb	9-Mar	24-Mar	2-Mar	11-Mar
5-Apr	14-Mar	23-Mar	7-Apr	16-Mar	25-Mar
26-Apr	4-Apr	13-Apr	28-Apr	6-Apr	14-Apr
10-May	18-Apr	27-Apr	12-May	20-Apr	29-Apr
24-May	2-May	11-May	26-May	4-May	13-May
14-Jun	23-May	1-Jun	9-Jun	18-May	27-May
28-Jun	6-Jun	15-Jun	23-Jun	1-Jun	10-Jun
12-Jul	21-Jun	29-Jun	14-Jul	22-Jun	1-Jul
26-Jul	5-Jul	13-Jul	28-Jul	6-Jul	15-Jul
9-Aug	18-Jul	27-Jul	11-Aug	20-Jul	29-Jul
23-Aug	1-Aug	10-Aug	25-Aug	3-Aug	12-Aug
6-Sep	15-Aug	24-Aug	8-Sep	17-Aug	26-Aug
20-Sep	29-Aug	7-Sep	23-Sep	31-Aug	9-Sep
11-Oct	19-Sep	28-Sep	13-Oct	21-Sep	30-Sep
25-Oct	3-Oct	12-Oct	27-Oct	5-Oct	14-Oct
15-Nov	24-Oct	2-Nov	10-Nov	19-Oct	28-Oct
29-Nov	7-Nov	16-Nov	8-Dec	16-Nov	23-Nov
13-Dec	21-Nov	30-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	Preferred Method of Delivery
1.	Division of Engineering, Traffic and Transportation 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.	Division of Engineering, Traffic and Transportation 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.	Tax Assessor City Hall Annex 1 Jackson Square, 3 <sup>rd</sup> Floor Jersey City, NJ 07305	Ed Toloza and Laura Tacuri Phone: 201-547-5131 Email: edward@jcnj.org tacuril@jcnj.org	Email
5.	SUBDIVISION ONLY Tax Map Room City Hall Annex 1 Jackson Square, 3 <sup>rd</sup> Floor Jersey City, NJ 07305	Lucien Taduran Phone: 201-547-5167 Email: ltaduran@jcnj.org	Email