



ZONING: PLAN REVIEW APPLICATION

Division of Zoning | 1 Jackson Square, 2nd Floor, Jersey City NJ 07305 | (201) 547 4832 | zoning@jcnj.org

APPLICATION CHECKLIST

A Zoning Plan Review is required when an applicant is in the process of building, renovating, or making alterations to the interior and/or exterior of a building or property. The Zoning Division will review plans to determine whether the project is in conformance with [Chapter 345 – Zoning and Land Use Ordinances of Jersey City](#) and/or the [Redevelopment Plans](#).

Please review the checklist below and provide **all** the required documents that apply to your project:

- The completed “Zoning: Plan Review Application”**
- A detailed letter addressed to the “Zoning Officer” describing the project**
- Current picture(s) of the property, Google Street View images are not accepted**
- Two (2) sets of architectural plans signed, sealed, and stapled by your Architect including the following:**
 - A zoning comparison chart
 - For exterior projects, a signed and sealed building survey
 - For new construction and front yard additions, a diagram of predominant front yard setbacks
 - For additions, an assessment of adjacent properties including easements, encroachments, or side yard windows.
- The completed [Building Subcode Technical Section](#)* with detailed description of proposed work**
- The completed [Building Jacket or Construction Building Application](#)***
- Projects reviewed by the Zoning Board, Planning Board, or Historic Preservation Commission, must include:**
 - All the Board or Commission signed and approved plans and corresponding resolution(s)
 - A signed and sealed letter by the Architect stating that the plans do not deviate from the Board approved plans
- Proof of payment based on the schedule below**

SCHEDULE OF FEES

Residential 1 to 4 dwelling units.....	\$100
Residential 5 plus dwelling units.....	\$100 (plus \$25 per each dwelling unit over 4)
Non-residential (including mixed use) under 5,000 square feet.....	\$100
Non-residential (including mixed use) 5,000 square feet to 49,999 square feet.....	\$300
Non-residential (including mixed use) 50,000 square feet and above.....	\$500

PAYMENTS (All payments payable to City of Jersey City.)

Money Order, Certified Checks, OR [online: https://www.paylocalgov.com/Payment/SelectEntity/809](https://www.paylocalgov.com/Payment/SelectEntity/809)

SUBMISSIONS

Drop-off: Division of Zoning Monday to Friday from 8:30 am to 3:30 pm.

*Applications available [online](#) or at the Building Department, City Hall Annex, 1 Jackson Square, Jersey City, NJ 07305 for pick up.



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SUBJECT PROPERTY

Address _____ Zone _____

Cross Street(s) _____ Ward _____ Block _____ Lot _____

CONTACT PERSON

Full Name _____

Telephone Number _____ E-mail _____

PROJECT DESCRIPTION (include as much detail as possible.)

1. Did the project go before the Zoning Board of Adjustment? Yes No Date(s): _____

2. Did the project go before the Planning Board? Yes No Date(s): _____

3. Did the project go before the Historic Preservation Commission? Yes No Date(s): _____

THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

RECEIVED BY PAYMENT DATE RECEIVED

STAFF NOTES: _____

APPROVED __ DENIED __ INCOMPLETE __ ZONING OFFICER SIGNATURE _____

OFFICER REMARKS: _____
