



ZONING SIGNAGE REVIEW

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

APPLICATION CHECKLIST

All new signage must be reviewed by the Division of Zoning prior to installation. To start your application, review the checklist below and provide the Division of Zoning with all the necessary documents:

- The completed [Building Subcode Technical Section](#)* with detailed description of proposed work;
- The completed [Building Jacket or Construction Building Application](#)*;
- Drawings and specifications detailing the new sign including all dimensions and square footage of lettering and logos;
- A “before” color photo of the current façade with the adjacent properties visible;
- An “after” color photo of the façade with the new sign, displaying all the dimensions, and the signage square footage;
- Proof of payment. The fee is \$100 for each requested address.

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

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 or Mail: Division of Zoning Monday to Friday from 8:30 am to 3:30 pm

SUBJECT PROPERTY

Address _____ Zone _____

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

CONTACT PERSON

Full Name _____

Telephone Number _____ E-mail _____

THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

RECEIVED BY PAYMENT DATE RECEIVED

APPROVED ___ DENIED ___ INCOMPLETE ___ ZONING OFFICER SIGNATURE

OFFICER REMARKS: _____