



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:

- Drawings and documents 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 total square footage;
- The completed [Building Subcode Technical Section](#) with detailed description of proposed work;
- The completed [Construction Building Application or Building Jacket](#);
- Proof of payment for \$100 for each requested address.

PAYMENTS (payable to City of Jersey City.)
Money Order, Certified Checks, OR [online](#).

SUBMISSIONS (Monday to Friday 8:30 am – 3:30 pm)
Drop-off or Mail to Division of Zoning

CONTACT PERSON

Full Name _____ Phone _____ E-mail _____

SUBJECT PROPERTY

Address _____ Block _____ Lot _____ Zone _____ Ward _____

SIGN DESCRIPTION (type, material, color, etc.) _____

OVERALL DIMENSION: Height _____ Length _____ Area (sq. ft.) _____

LETTERING AND LOGO DIMENSIONS: Height _____ Length _____ Area (sq. ft.) _____

NUMBER OF SIGNS: _____ **ILLUMINATION** Yes, internal. Yes, external. None.

THIS SECTION TO BE COMPLETED BY CITY STAFF ONLY

RECEIVED BY	PAYMENT	DATE RECEIVED
APPROVED ___ DENIED ___ INCOMPLETE ___	ZONING OFFICER SIGNATURE	
OFFICER REMARKS: _____		