



## 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

1. Applications are submitted through the [Jersey City Online Permitting & Licensing Portal](#) (the "Portal"). To submit you will need a username and to then select the [correct application type and board](#). Fill in the requested information and upload [General Development Application](#) (GDA) as well as supporting documents listed in the [application checklist](#) and hyperlinked in the list to the right. *If submitting an Appeal you must upload the [Appeal Application](#).*
2. Upon receipt, the submission will be assigned a case number and a deposit of \$150 is required to begin processing your submission. Please reference the Case Number when writing or calling about your submission. You can see who the review planner is for your case in the "Details" tab of your application on the Portal.
3. You will be notified within forty-five days from submission if the documents and information provided constitute a valid application. The review planner will upload to the Portal a completeness checklist identifying any deficient items and may also provide further notes and/or marked up versions of your documents. Submission of missing items and/or resubmission of documents may be necessary to qualify as a valid Application for Development, and to thereafter be deemed "complete". Items requiring resubmission will be marked "Required for Resubmittal" on the Portal or marked deficient in the completeness checklist - see hyperlinks under the attachments tab on the Portal.
4. 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**.
5. 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 shall promptly upload the latest revisions and any other necessary supporting documents to the Portal before the distribution deadline listed in the meeting dates table below. 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 2024 Land Use Board Meeting Dates** table below for all applicable deadlines and dates.
6. 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. To arrange for publication in the Jersey Journal, please email [legals@jjournal.com](mailto:legals@jjournal.com) (email address subject to change).

#### FORMS AND SUPPORT DOCUMENTS

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

7. Prior to the hearing, 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 07801, 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 of your deposit to your review planner. For any further assistance, please contact Bridget Lombardozi, our stenographer, at [lomgeneral@gmail.com](mailto:lomgeneral@gmail.com) and [blombardozi@aim.com](mailto:blombardozi@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](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.**

### 2024 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
9-Jan	18-Dec-23	27-Dec-2023	11-Jan	20-Dec-2023	29-Dec-2023
23-Jan	2-Jan	10-Jan	25-Jan	3-Jan	12-Jan
6-Feb	16-Jan	24-Jan	8-Feb	17-Jan	26-Jan
20-Feb	29-Jan	7-Feb	22-Feb	31-Jan	9-Feb
5-Mar	13-Feb	21-Feb	7-Mar	14-Feb	23-Feb
19-Mar	26-Feb	6-Mar	21-Mar	28-Feb	8-Mar
2-Apr	11-Mar	20-Mar	4-Apr	13-Mar	22-Mar
16-Apr	25-Mar	3-Apr	18-Apr	27-Mar	5-Apr
7-May	15-Apr	24-Apr	9-May	17-Apr	26-Apr
21-May	29-Apr	8-May	13-Jun	22-May	31-May
11-Jun	20-May	29-May	27-Jun	5-Jun	14-Jun
25-Jun	3-Jun	12-Jun	11-Jul	19-Jun	28-Jun
9-Jul	17-Jun	26-Jun	25-Jul	3-Jul	12-Jul
23-Jul	1-Jul	10-Jul	8-Aug	17-Jul	6-Jul
6-Aug	15-Jul	24-Jul	12-Sep	21-Aug	30-Aug
20-Aug	29-Jul	7-Aug	26-Sep	4-Sep	13-Sep
10-Sep	19-Aug	28-Aug	10-Oct	18-Sep	27-Sep
24-Sep	3-Sep	11-Sep	24-Oct	2-Oct	11-Oct
8-Oct	16-Sep	25-Sep	14-Nov	23-Oct	1-Nov
22-Oct	3-Sep	9-Oct	12-Dec	20-Nov	29-Nov
12-Nov	21-Oct	30-Oct			
10-Dec	18-Nov	27-Nov			

Meetings will be in person at the [City Hall Annex Boardroom, 4 Jackson Square aka 39 Kearney Ave, Jersey City, NJ 07305](#). To review agendas for 2024 meetings click on the following: [Planning Board Agendas](#) / [Zoning Board Agendas](#)

## 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 is one community group 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	Jennifer Wong Traffic Engineer Phone: 201-547-4470 Email: jwong@jcnj.org	Email
5.	Tax Assessor City Hall Annex 1 Jackson Square, 3 <sup>rd</sup> Floor Jersey City, NJ 07305	Ed Toloza & 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 <sup>rd</sup> Floor Jersey City, NJ 07305	Lucien Taduran Phone: 201-547-5167 Email: ltaduran@jcnj.org	Email

\*Please note that staff is working with the review to soon implement digital distribution to review agents through the Jersey City Online Permitting and Licensing program. Until then review agent procedures outlined in this document remain.