

# Ordinance of the City of Jersey City, N.J.

File No. Ord. 20-044  
Agenda No. 3.5 (1st Reading)  
Agenda No. 4.4 (2nd Reading and Final Passage)



## ORDINANCE OF THE MUNICIPAL COUNCIL OF THE CITY OF JERSEY CITY ADOPTING AMENDMENTS TO THE LAND DEVELOPMENT ORDINANCE INCLUDING THE ADOPTION OF A FLOOD OVERLAY ZONE (F ZONE) AND GREEN AREA RATIO (GAR) AND AMENDMENTS TO DEFINITIONS AND CHECKLISTS.

### COUNCIL AS A WHOLE offered and moved adoption of the following ordinance:

Whereas, the Municipal Council, pursuant to NJSA 40:55D-62, may adopt or amend a zoning ordinance relating to the nature and extent of the uses of land and of buildings and structures thereon; and

Whereas, the Municipal Council, pursuant to NJSA 40:55D-64, has sought and received the recommendations of the Jersey City Planning Board relative to these issues; and

Whereas, there is a need to respond to the Resiliency Master Plan and Adaptation Master Plan which recommend changes to the City's Zoning Code (Chapter 345-Article V) to help protect development in flood prone zones, as defined as VE and AE FEMA Zones, from future flood damage and to encourage resilient design in vulnerable zones.; and

Whereas, there is a need to supplement the Flood Overlay Zone and GAR requirements with new definitions (Chapter 345-6) for required green infrastructure features along with additional development application checklist items (Chapter 345-31) to address new Site Plan requirements; and

**Whereas**, the Planning Board voted to recommend adoption of the amendments to the Land Development Ordinance including the Flood Overlay Zone (F Zone) and Green Area Ratio (GAR), including amendments to definitions and checklists by the Municipal Council at their October 29, 2019 regular meeting; and

### NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JERSEY CITY AS FOLLOWS:

that the proposed amendments the Jersey City Land Development Ordinance, attached hereto, as recommended by the Jersey City Planning Board on October 29, 2019, be, and hereby is, adopted.

### BE IT FURTHER ORDAINED THAT:

- A. All ordinances and parts of ordinances inconsistent herewith are hereby repealed.
- B. This ordinance shall be a part of the Jersey City Code as though codified and set forth fully herein. The City Clerk shall have this ordinance codified and incorporated in the official copies of the Jersey City Code.
- C. This ordinance shall take effect at the time and in the manner as provided by law.
- D. The City Clerk and the Corporation Council be and they are hereby authorized and directed to change any chapter numbers, article numbers and section numbers in the event that the codification of this ordinance reveals that there is a conflict between those numbers and the existing code, in order to avoid confusion and possible repealers of existing provisions.
- E. The City Planning Division is hereby directed to give notice at least ten days prior to the hearing on the adoption of this Ordinance to the Hudson County Planning board and to all other persons entitled thereto pursuant to N.J.S. 40:55D-15 and N.J.S. 40:55D-63 (if required). Upon the adoption of this Ordinance after public hearing thereon, the City Clerk is hereby directed to publish notice of the passage thereof and to file a copy of the Ordinance as finally adopted with the Hudson County Planning Board as required by N.J.S. 40:55D-16. The clerk shall also forthwith transmit a copy of this Ordinance after final passage to the Municipal Tax Assessor as required by N.J.S. 40:49-2.1.

APPROVED AS TO LEGAL FORM

Corporation Counsel

Business Administrator

**Ordinance of the Municipal Council of the City of Jersey City adopting amendments to the Land Development Ordinance including the adoption of a Flood Overlay Zone (F Zone) and Green Area Ratio (GAR) and amendments to Definitions and Checklists.**

**NOTE:** All new material is underlined words ~~struck through~~ are omitted. For purposes of advertising only, new matter is **boldface** and repealed by *italics*.

Ordinance of the Municipal Council of the City of Jersey City adopting amendments to the Land Development Ordinance including the adoption of a Flood Overlay Zone (F Zone) and Green Area Ratio (GAR) and amendments to Definitions and Checklists.

RECORD OF COUNCIL VOTE ON INTRODUCTION – Jun 10 2020						
RIDLEY	AYE	SALEH	AYE	LAVARRO	AYE	9-0
PRINZ-AREY	AYE	SOLOMON	AYE	RIVERA	AYE	
BOGGIANO	AYE	ROBINSON	AYE	WATTERMAN, PRES	AYE	


RECORD OF COUNCIL VOTE TO CLOSE PUBLIC HEARING – Jun 24 2020						
RIDLEY	AYE	SALEH	AYE	LAVARRO	AYE	9-0
PRINZ-AREY	AYE	SOLOMON	AYE	RIVERA	AYE	
BOGGIANO	AYE	ROBINSON	AYE	WATTERMAN, PRES.	AYE	

RECORD OF COUNCIL VOTE ON AMENDMENTS, IF ANY –						
RIDLEY		SALEH		LAVARRO		
PRINZ-AREY		SOLOMON		RIVERA		
BOGGIANO		ROBINSON		WATTERMAN, PRES.		


RECORD OF FINAL COUNCIL VOTE – Jun 24 2020						
RIDLEY	AYE	SALEH	AYE	LAVARRO	AYE	9-0
PRINZ-AREY	AYE	SOLOMON	AYE	RIVERA	AYE	
BOGGIANO	AYE	ROBINSON	AYE	WATTERMAN, PRES.	AYE	

Adopted on first reading of the Council of Jersey City, N.J. on Jun 10 2020  
Adopted on second and final reading after hearing on Jun 24 2020


This is to certify that the foregoing Ordinance was adopted  
by the Municipal Council at its meeting on Jun 24 2020



Robert Byrne, City Clerk



Rolando R. Lavarro, Jr., President of Council  
Approved: Jun 24 2020



Steven M. Fulop, Mayor  
Date to Mayor: Jun 25 2020  
Approved: Jun 25 2020

**Ordinance of the Municipal Council of the City of Jersey City adopting amendments to the Land Development Ordinance including the adoption of a Flood Overlay Zone (F Zone) and Green Area Ratio (GAR) and amendments to Definitions and Checklists.**

**FACT SHEET -**

This summary sheet is to be attached to the front of any ordinance that is submitted for Council consideration. Incomplete or vague fact sheets will be returned with the ordinance.

**Project Manager**

Lindsey Sigmund, Environmental Planner	201-547-5010	lsigmund@jcnj.org
Division	Division of City Planning	

Note: Project Manager must be available by phone during agenda meeting (Wednesday prior to council meeting @ 1:00 p.m.)

**Purpose**

Please be advised that on October 29, 2019 at the Regularly Scheduled Meeting of the Planning Board of the City of Jersey City the Board reviewed and commented on the proposed ordinance listed above. The purpose of this Ordinance is to adopt a Flood Overlay Zone (F Zone) and a Green Area Ratio (GAR) requirement for new development. Proposed amendments include new and amended definitions to supplement the F Zone and GAR. In addition, checklists for Minor Site Plan, Major Site Plan, and Variance applications are to be amended. The purpose of the F Zone is to help protect development in flood prone zones, as defined as VE and AE FEMA Zones, from future flood damage and to encourage resilient design in vulnerable zones. New development in these Zones will be required to meet Green Area Ratio (GAR), which includes green infrastructure and resilient design requirements. The purpose of GAR is to integrate sustainable landscape elements into site design to address environmental concerns citywide. At their meeting, the Planning Board discussed, were provided the opportunity to ask questions, and reviewed the amendments and its conformance to the Master Plan. The Board determined the Proposed Ordinance is consistent with the policies, goals and objectives of the Master Plan of the City of Jersey City. The Board voted unanimously to recommend to the Council that this ordinance be adopted. Public outreach was conducted in lead up to the proposed F Zone and GAR requirements being scheduled before the Planning Board.

**Cost (Identify all sources and amounts)**

Non-Contractual

**Contract term (include all)**

**ATTACHMENTS:**

- [345-6 New Definitions](#)
- [345-60.4 \(F Overlay\)](#)
- [345-66.1 \(GAR\)](#)
- [Deviation Cklst\\_key REVISED 10-3-19](#)
- [Minor SP Cklst REVISED 10-3-19](#)
- [prel fin Major SP Cklst\\_key REVISED 10-3-19](#)

Approved by  
Tanya Marione, Director of Planning  
Annisia Cialone, HEDC Director  
John McKinney, Attorney  
Peter Baker, Corporation Counsel  
Amy Forman, Attorney  
Nick Strasser, Attorney  
Norma Garcia, Attorney  
Ray Reddington, Attorney  
Jeremy Jacobsen, Attorney  
Brian Platt, Business Administrator

Status:  
Approved - Nov 01 2019  
Approved - Nov 04 2019  
Approved - Nov 08 2019  
None  
None  
None  
None  
None  
None  
Approved - Nov 19 2019

## Proposed Amendment to Article I – §345-6 – Definitions

VERSION: AUGUST 12, 2019

*The following definition shall be revised as follows - changes are highlighted and shown in bold:*

**DECK** — A raised accessory structure more than one and one-half feet above finished grade, supported by either pillars or posts or walls, **and which allows water to pass through slats or openings.**

*The following definitions shall be added to the Land Development Ordinance:*

**BIORETENTION FACILITIES** - practices that capture and store stormwater runoff and pass it through a filter bed of engineered soil media composed of sand, soil, and organic matter. Filtered runoff may be collected and returned to a storm sewer or allowed to infiltrate into the soil.

**ENGINEERED GREEN WALLS** – see LIVING GREEN WALLS.

**ENHANCED TREE GROWTH SYSTEMS** - soil techniques designed to transfer the load from pavement directly to the subsoil rather than the topsoil media. These systems promote additional soil volume for trees than is otherwise available under conventional pavement systems. The three most common systems are suspended pavements, sand-based structural soil systems, and aggregate structured soils.

**ENHANCED TREE GROWTH SYSTEMS, SUSPENDED PAVEMENTS** - pavement supported through columns or walls, allowing soil placed within the suspended pavements to remain at a compaction level suitable to root growth.

**ENHANCED TREE GROWTH SYSTEMS, SAND-BASED STRUCTURAL SOILS** - pavement over open-graded crushed stone and Sand-Based Structural Soil. Due to the poor water retention capacity of sand, an additional water source is necessary, provided by drainage channels or permeable pavers. Such systems should be designed with passive irrigation only.

**ENHANCED TREE GROWTH SYSTEMS, AGGREGATE STRUCTURAL SOILS** - angular gravels that directly support pavement but through which roots may grow. These systems are constructed from load-bearing materials such as aggregate and clay-loam mix or expanded slate with clay-loam mix. Aggregate Structural Soils shall be used as a pathway for roots to reach additional soil volumes across pavement subsurface and not as the only available tree soil volume.

**GREEN AREA RATIO (GAR)** - a zoning regulation that integrates sustainable landscape elements into site design to address these environmental concerns. The GAR assigns a weighted score to a building based on the types of landscape and site design features that are implemented and the amount of area they cover.

**GREEN INFRASTRUCTURE** - the implementation of various tools, primarily vegetation and soil, to manage stormwater and reduce stormwater runoff.

**HARVESTED STORMWATER IRRIGATION SYSTEM** - Stormwater collected from rooftops or other contributing drainage areas that is directed to storage devices, such as cisterns or rain barrels, and used for landscape irrigation.

**LIVING GREEN WALLS** - dense pre-engineered vertical vegetative systems consisting of pre-planted panels or modules affixed to a structural wall or frame, and irrigated by harvested stormwater systems that use stored rainwater.

**PERVIOUS PAVEMENT** – a pavement system that allows water to infiltrate through the pavement into an underground stone reservoir to provide temporary storage before infiltrating the soil. Pervious pavement includes pervious asphalt, pervious concrete, and interlocking pavers.

**PERMEABLE PAVEMENT** - a pavement system that forces water to filter through the grout between pavers to infiltrate the soil.

**POROUS PAVEMENT** - a grid paver system filled with dirt, sand, or gravel that provides grass reinforcement, ground stabilization and gravel retention.

**RAIN GARDEN** — a shallow planted depression designed to retain or detain stormwater before it is infiltrated or discharged downstream.

**STORMWATER BUMP-OUT** - a vegetated curb extension that protrudes into the street. The bump-out is composed of a layer of stone that is topped with soil and plants, with an inlet or curb-cut directing runoff into the bump-out structure where it can be stored, infiltrated, and taken up by the plants.

**STORMWATER PLANTER** - a specialized planter installed in the sidewalk area that is designed to manage street and sidewalk runoff. The planters are lined with a permeable fabric, filled with gravel or stone, and topped off with soil, plants, and sometimes trees. The top of the soil in the planter is lower in elevation than the sidewalk, allowing for runoff to flow into the planter through an inlet at street level. Excess runoff is directed into an overflow pipe connected to the existing combined sewer pipe.

**STORMWATER TREE TRENCH** - a system of trees that are connected by an underground infiltration structure to manage the incoming runoff. This system is composed of a trench dug along the sidewalk, lined with a permeable geotextile fabric, filled with stone or gravel, and topped off with soil and trees. Stormwater runoff flows through a special inlet (storm drain) leading to the trench where runoff is stored, watering the trees and slowly infiltrating through the bottom.

## §345-60.4 F Overlay – Flood Prone District

## A. Purpose.

1. The purpose of this Subsection is to help protect development in flood prone zones, as defined as VE and AE FEMA Zones, from future flood damage and to encourage resilient design in vulnerable zones.
2. The Flood Overlay Zone (F Overlay) applies to all properties citywide which are located wholly or partially within a Federal Emergency Management Agency (FEMA) designated VE or AE zone, as depicted on official FEMA Flood Insurance Rate Maps (FIRMs) or Preliminary Flood Insurance Rate Maps (PFIRMs). The F Overlay boundary is established by whichever FEMA map incorporates the latest flood zone information. A copy of the F Overlay Map is available upon request from Division of City Planning staff or a digital version is accessible through the City's official website.
3. The F Overlay provides additional green infrastructure and resilient design requirements for properties in flood prone zones. These requirements are calculated as a Green Area Ratio (GAR) as explained in §345-66.1.
4. The F Overlay zone shall prevail upon all land regulated under this Chapter, as well as those properties within a duly adopted redevelopment area. Redevelopment Plans shall be amended, or initially written, as the case may be, to refer to or include the requirements of this Subsection.

## B. Permitted uses are as follows:

1. The F Zone is an overlay zone only. Any permitted, accessory, and conditional uses are as detailed in the applicable underlying zone.

## C. Bulk Standards.

1. The Flood Overlay Zone is an overlay zone only. Any bulk requirements shall be as detailed in the applicable underlying zone.
2. GAR requirements per §345-66.1 apply to Major and Minor Site Plan applications.
3. Relief from these requirements shall require a "c" variance or deviation.

## D. Parking Standards for One and Two Family Dwellings.

1. The F zone is an overlay zone only. Any parking requirements as detailed in the applicable underlying zone.

## §345-66.1 Green Area Ratio (GAR) Standards

## A. Purpose.

1. Green Area Ratio (GAR) requirements are green infrastructure and resilient design requirements. These requirements are calculated as a Green Area Ratio (GAR) as explained below.
2. The purpose of GAR is to integrate sustainable landscape elements into site design to address environmental concerns citywide.
3. Any zone or Redevelopment Plan which includes a GAR requirement in the bulk standards of the district is subject to the requirements below. Any non-compliance with the standards below necessitates a c variance or deviation.

## B. Applicability

1. GAR requirements apply to Major and Minor Site Plan applications in addition to projects requiring a Variance.
2. Any lot which falls only partially within a zone/Redevelopment Area subject to GAR requirements shall fully comply with the GAR standards.
3. Any lot which falls within multiple zones, Redevelopment Areas, or subzones, such as a consequence of a split zoned site or an overlay, shall comply with the GAR standards set forth for the more restrictive zone/Redevelopment Area (that is, the zone or area with the higher required ratio), unless less than 10% of the lot area is within the more restrictive zone/Redevelopment Area, in which case the secondary zone/Redevelopment Area requirements shall apply.
4. GAR Elements proposed within municipally designated Historic Districts and Landmarks shall be reviewed by the Historic Preservation Commission for appropriateness and compliance with the Secretary of Interior Standards for Historic Properties.
5. Zones: A required level of GAR compliance is established by zone. Zones in the following table require GAR as follows:

<b>Zone/Redevelopment Area</b>	<b>Required ratio</b>
F overlay, subdistrict F-VE	0.50
F overlay, subdistrict F-AE	0.25

## C. Exemptions

1. Applications for Signage, Wireless Communication Antennas, or Wireless Telecommunication Towers are exempt from requirements in this Subsection.
2. Non-compliance with the required GAR ratio shall result in a "c" variance.

## D. Ratio reductions

1. Jersey City Locally-Designated Historic Districts and Landmarks and historic buildings included in State and National Registers of Historic Places, shall be eligible for reduced GAR ratio requirements. Upon submission of a certified letter from a licensed architect or engineer attesting to the fact that the building cannot structurally maintain the weight of either an intensive or extensive green roof, the required GAR shall be reduced by one-half of that which is otherwise required in the zone/Redevelopment Area in which the property is located.

## E. Landscaping multipliers. Each of the following landscaping and stormwater management elements contribute to a development's overall GAR score. Increased square footage of any element results in a higher calculated score.

To maximize a GAR score, landscape elements may be "layered" in order to qualify for multiple elements in a single feature. For example, a landscaping bed may have 24-inch soils (0.6 multiplier), native ground covers (0.2 multiplier plus 0.1 multiplier bonus), plants 2-feet at maturity (0.3 multiplier), and new tree



canopy 2.6-inch diameter (0.5 multiplier). Each of these elements are eligible for GAR points, to work cumulatively for higher points totals.

1. Multipliers Table

<b>GAR Elements</b>	<b>Multiplier</b>
Landscaped areas with a soil depth of less than 24" (b, c)	0.3
Landscaped areas with a soil depth of 24" or more (b, c)	0.6
Ground covers, or other plants less than 2' tall at maturity (a, b, c)	0.2
Plants, not including grasses, at least 2' tall at maturity (a, b, c)	0.3
Tree canopy for all trees, 2.5" to 6" in diameter (a, c)	0.5
Tree canopy for new trees 6.1" to 12" in diameter (a, c)	0.6
Tree canopy for new trees 12.1" in diameter and above (a, c)	0.7
Tree canopy for preservation of existing trees 18" to 24" in diameter (c)	0.7
Tree canopy for preservation of existing trees 24" diameter or larger (c)	0.8
Vegetated walls, plantings on a vertical element (b, c)	0.6
Extensive green roof over at least 2" but less than 8" of growth medium (b, c)	0.7
Intensive green roof over at least 8" of growth medium (b, c)	0.8
Permeable/Porous/Pervious paving or a deck atop at least 6" and less than 2' of soil or gravel	0.4
Permeable/Porous/Pervious paving or a deck atop at least 2' of soil or gravel	0.5
Enhanced tree growth systems (see definitions)	0.4
Bioretention facilities (see definitions)	0.4
Retention or Detention tanks (in cubic feet)	0.3
WaterSense certified fixtures (check if <b>all</b> fixtures in kitchen and bath comply)	0.3
Water features (fountains, pools, etc.) using at least 50% recycled water, harvested water, and/or gray water *	0.2

<b>Bonuses – the following ratio increases may be applied to above categories</b>	
Native plant species (See §345-66.1(E.1(a)) below) – <b>Items marked with a</b>	0.1
Landscaping in food cultivation (See §345-66.1(E.1(c)) below) – <b>Items marked with b</b>	0.1
Harvested stormwater irrigation (see definitions) or graywater irrigation system, using at least 50% recycled water, harvested water, and/or graywater* – <b>Items marked with c</b>	0.2
*Water features must be filled a minimum of 6 months/year	
**Permeable/Porous/Pervious paving credits may not exceed 1/3 of the total GAR score	

- a. Native Plants are determined as listed by The Native Plant Society of New Jersey, specific to Hudson County. (See [http://www.npsnj.org/pages/nativeplants\\_Plant\\_Lists.html](http://www.npsnj.org/pages/nativeplants_Plant_Lists.html)) Additional plants not listed

but determined to be native shall be considered subject to the written certification of a Licensed Landscape Architect.

- b. Additional guidance for appropriate plants (plants for wet locations, shady locations, etc.) can be found in the Rain Garden Manual of New Jersey (See <https://issuu.com/rutgerswater>)
- c. Landscaping in food cultivation shall be subject to §345-60.V.1. Agriculture.
- d. Street trees within the public right-of-way adjacent to the subject site may be included in the calculations.
- e. For trees, caliper measurement of the trunk shall be taken 6 inches above the ground up to and including 4-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the ground.
- f. Clump-form and multi-stem trees, above a specified height, may be measured by caliper according to the most recent American Standard for Nursery Stock. The appropriate standard for measurement is one-half the total calipers for the three largest trunks. Shrub-form trees are measured by height only.
- g. Height measurement shall be taken from ground level for field grown stock and from the soil line for container grown stock, which should be at or near the top of the root flare.

2. Equivalency table. Certain elements such as trees and individual plantings cannot be calculated by area. As such, the following table provides an area equivalency for these elements.

<b>GAR Landscape Elements</b>	<b>Equivalent Square Footage</b>
Groundcovers, or other plants less than 2 feet tall at maturity	Square footage at maturity
Plants, not including grasses, at least 2 feet tall at maturity*	9
Tree canopy for trees 2.5-6 inches in diameter	50
Tree canopy for trees 6-12 inches in diameter	250
Tree canopy for trees 12-18 inches in diameter	600
Tree canopy for trees 18-24 inches in diameter	1,300
Tree canopy for trees larger than 24 inches in diameter	2,000
*"Plants" include perennials, shrubs, and trees less than 2.5" caliper; Calculation is per plant	

#### F. Compliance.

1. If the proposed project contains 10 or more residential units, 20 or more new parking spaces, or 12,000 or more gross square feet of commercial or industrial space, whichever comes first, landscape areas must be designed by a licensed Landscape Architect or engineer. Smaller projects not meeting any of the thresholds above must be designed by a qualified landscape professional (such as licensed landscape architects, certified professional horticulturalists, and certified landscape designers).
2. A certificate of occupancy shall not be issued until a calculated compliance chart, signed by a Landscape Architect (or qualified landscape professional as permitted in F.1 above) licensed in the state of New Jersey, is provided, or affirming conformance to the GAR regulations and approved plans.
3. Additionally, a maintenance plan shall be provided by plan preparers to both the City and the property owner. This maintenance plan serves as guidance for the property owner to ensure all GAR-related features are maintained by the owner, and informs all property owners in perpetuity that they are obliged to maintain the GAR score at or above the minimum level set in the regulations and/or approval.

4. Should the GAR score fall below the minimum required, a violation may be issued by the Zoning Officer.
5. Compliance Formula (Calculations Worksheet is available)
  - a. Determine the total lot area.
  - b. Calculate the area of each proposed landscape element. (May need to refer to the Equivalency Table.)
  - c. Multiply the area of each landscape element by its assigned multiplier to provide a weighted square footage.
  - d. Add the weighted square footages of all landscape elements.
  - e. Divide the sum by the total lot area of the site to provide the project's GAR score.

## Deviation Checklist

CASE #: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

**PROPOSED CHANGES  
HIGHLIGHTED AND  
SHOWN IN BOLD**

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Performance.					
3. Affidavit of Ownership					
4. One copy of the application for Building Permits or Certificate of Occupancy, if available.					
5. Current survey upon which plan is based.					
6. A statement of Principal Points relative to the Variance as per NJSA-40:55D-70(c) and (d)					
7. Original certified list and block diagram of all property owners within 200 feet.					
8. Notice to property owners (Must be submitted at least 14 days prior to the hearing for staff review)					
9. Affidavit of Vacant and Nonconforming Use indicating length of time property has been vacant, if applicable.					
10. Fourteen sets of folded plans (once complete) of proposed buildings or alterations with the following information: A) All pages must bear an original signature and seal of an engineer or architect licensed in New Jersey. B) A Key Map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning districts, streets and lots involved in the application. To be located on the first numbered drawing sheet. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variances, deviations, or design standard waiver requests. If any, clearly noted. One table per plan set, to be located on the first numbered drawing sheet. (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle Parking (# of spaces, dimensions) (6) Bike Parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbcut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel.					

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
(13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested) D) The scale shall be a minimum of: 1"=20' for tracts up to 40 acres or 1"=50" for tracts over 40 acres. (No 15' scale) E) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed. F) Demolition Plan, if applicable G) Floor plans with all room dimensions, including basement plan and roof plan H) <b>GAR details needed to calculate ratio, if applicable</b> I) Elevations, with details of materials and colors, for all applicable facades and window dimensions. J) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison. K) Sign details, if applicable L) North arrow, designated so that the north arrow is facing the top of the page. M) Street addresses and block number(s) N) Dates of drawings and revisions, if any O) Graphic Scale P) Project title					
11. Notice of Rejection which has been signed by the Zoning Officer, if available					
12. Current color site photo and photo including adjacent properties, where applicable.					
13. Application Fee					
14. Certificate of tax and water bills paid					
15. 10% disclosure statement, if applicable					
16. Application filed with the Historic Preservation Commission, if applicable.					
17. <b>Completed Green Area Ratio (GAR) Excel Sheet, if applicable</b>					
18. The following must be submitted at least 2 days prior to the hearing: A) Certified Mail Receipts (1) Mounted on 8.5x11 bound paper (2) Six to a page (3) Arranged in the same order as indicated on the certified list of property owners (a properly certified US Postal form 3877 will be accepted in lieu of the mounted receipts, provided that the addresses are arranged in the same order as indicated on the certified list). RETURN RECEIPT POSTCARDS WILL NOT BE ACCEPTED B) Affidavit of Proof of Service C) Affidavit of Publication					

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.



## Minor Site Plan Checklist

CASE #: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 PROPERTY ADDRESS: \_\_\_\_\_  
 APPLICANT: \_\_\_\_\_  
 OWNER: \_\_\_\_\_

**PROPOSED CHANGES  
 HIGHLIGHTED AND  
 SHOWN IN BOLD**

	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Plan drawn, signed, and sealed by a P.E., L.S., P.P., or R.A. as permitted by law and based on a current survey.					
3. The scale shall be a minimum of 1"=20' or as required by the planning staff. No 15' scale.					
4. The plan size shall be one of the following: 8.5x13"; 15x21"; 24x36"; or 30x42".					
5. Current survey upon which plan is based.					
6. A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.					
7. Title block and basic information: A) Project Title B) Date of Original Preparation and Date(s) of revision C) North arrow to be designed so that north is facing the top of the page. D) Graphic Scale E) Tax block, lot numbers and street addresses F) Name, address and license number of person preparing plan					
8. Zoning table, located on first numbered page					
9. Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
10. <b>GAR details needed to calculate ratio, if applicable</b>					
11. For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
12. Affidavit of Performance					
13. Affidavit of Ownership					
14. 10% disclosure, if applicable					
15. Letter of Rejection from Zoning Officer, if available					
16. Application Fee					
17. Certificate of tax and water bills paid					
18. Current color site photo and photo including adjacent properties, where applicable					
19. Elevations of all applicable façades, including window dimensions					
20. Roof plan, if applicable					
21. Application filed with the Historic Preservation Commission, if applicable.					
22. <b>Completed Green Area Ratio (GAR) Excel Sheet, if applicable</b>					
23. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing: A) One (1) digital PDF of the full plan representing					

<p>an exact copy of the application to be presented at the scheduled hearing.</p> <p>(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.</p> <p>(2) The PDF file shall include all of the following, if applicable:</p> <p>(a) general development application with case number</p> <p>(b) architectural and engineering plans preferably 24" x36"</p> <p>(c) subdivision plats and survey preferably 24" x 36"</p> <p>(d) renderings and other visual project representations</p> <p>(e) professional reports (i.e. stormwater management)</p> <p>(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf</p>					Minor Site Plan Checklist

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

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## Preliminary and Final Major Site Plan Checklist

CASE #: \_\_\_\_\_

DATE: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

**PROPOSED CHANGES  
HIGHLIGHTED AND  
SHOWN IN BOLD**

Planning Completeness	Submitted			Waiver requested *	Remarks (for staff only)
	Yes	No	N/A		
1. Completed General Development Application (applicable sections).					
2. Affidavit of Ownership					
3. Affidavit of Performance					
4. 10% disclosure, if applicable					
5. Letter of Rejection from Zoning Officer, if available					
6. Current color site photo and photo including adjacent properties, where applicable.					
7. Application Fee					
8. Certificate of tax and water bills paid					
9. The following number of plans shall be submitted: A) One when initial application is filed. B) Review agent sets (when instructed by Staff) C) Fourteen for planning Board (when complete) D) Eleven for Zoning Board (when complete)					
10. All plans shall include: A) A key map at a scale not less than 1" to 600' depicting a 1000' radius clearly identifying zoning district, streets and lots involved in the application. To be located on the first numbered drawing sheet.  B) Signature and seal of map preparer; Licensed Engineer, Architect or Land Surveyor in New Jersey on all pages. C) Zoning comparison chart (contrasting existing standards in the use zone or general zoning requirements with proposed site details as listed below with variance or design standard waiver request, if any, clearly noted). One table per plan set, to be located on the first numbered drawing sheet.  (1) Density (2) Height (3) Floor Area Ratio (4) Setbacks (5) Vehicle parking (# of spaces, dimensions) (6) Bike parking (# of spaces) (7) Loading (# of berths, dimensions) (8) Access (circulation, driveway width, curbscut dimensions) (9) Signage (10) Landscaping (11) Bonus provisions (12) Building coverage for each structure, if more than one is part of the development parcel. (13) Lot Dimensions (14) Lot size in square feet (15) Buffer areas (16) Gross floor area (17) lot coverage (18) Design standards (list all for which a waiver is requested)					
11. The scale shall be a minimum of 1"=20' for tracts up to 40 acres or 1"=50' for tracts over 40 acres. (No 15' scale)					

	Submitted		N/A	Waiver requested *	Remarks (for staff only)
	Yes	No			
12. Map size: 8.5x13"; 15x21"; 24x36"; or 30x42".					
13. The following details shall be on all site plans:					
A) Tax block, lot numbers and street address of site					
B) Dates of drawings and revisions, if any					
C) Graphic Scale					
D) Project title					
E) North arrow					
F) Landscaping					
(1) Type					
(2) Caliper					
(3) Square Footage					
(4) Height					
(5) Planting Schedule					
(6) Maintenance procedures and guarantees					
<b>G) GAR details needed to calculate ratio, if applicable</b>					
H) Survey showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.					
I) Demolition Plan, if applicable					
J) Site plan, including all proposed structures and building footprints, paved areas, curb cuts, and egress points. Site plans shall not include existing conditions to be removed.					
K) Floor plans with all room dimensions including basement plan and roof plan.					
L) Locations of all mechanical and other equipment					
M) Materials used in paved areas and walks and all other surface treatments.					
N) Lighting; wattage, location, height, attachment details, areas of diffusion					
O) Fences/walls: height, materials, width of internal details (e.g.: pickets), spacing of internal details.					
P) Refuse: location of dumpster, etc., screening height, materials, details of removal path.					
Q) Signage: Lettering, dimensions, location, materials equipment, and lighting.					
R) Recreation areas: location, square footage, materials, equipment and lighting					
S) Elevations of all façades indicating colors and materials and window dimensions					
T) Enlarged elevations of the first two floors, including details of windows, doors, signs, lighting, façade materials, etc. at 1/4" scale where appropriate					
U) Enlarged details of typical upper story windows, including dimensions, glazing details, sills and headers, projections, etc. at 1/4" scale where appropriate					
V) For rehabilitation projects, existing and proposed floorplans and elevations shall be provided side-by-side for comparison.					
W) Elevation of roof indicating heating, ventilation and air-conditioning equipment, communication equipment, and antennae specifying screening height, colors and materials.					
X) Utility connection points into proposed structures (eg: façade conduits, transformers) to be detailed on site plans and façade elevations.					
Y) One illustrative site plan depicting details using the following color scheme:					
(1) Asphalt paved areas: gray concrete					
(2) Paved areas: beige					
(3) Buildings: dark brown					
(4) Landscaped areas: light green					
(5) Trees and shrubs: dark green					
(6) Water: light blue					
(7) Signs: red					
(8) Lighting fixtures: black					
Z) Circulation: parking spaces, dimensions, aisle widths, location of accessible bike racks/storage, car sharing, sidewalk details, etc.					
AA) Shadow study, if applicable					
BB) Visual assessment, if required					

	Yes	No	N/A	Waiver requested *	Remarks (for staff only)
14. Indication of review/approval (if applicable) by Environmental Commission, Department of Environmental Protection, Army Corps of Engineers					
15. Application filed with Historic Preservation Commission, if applicable					
16. Indication if property contains a right-of-way preservation area , per map 4.4-1 of the Jersey City Master Plan Circulation Element.					
<b>17. Completed Green Area Ratio (GAR) Excel Sheet, if applicable</b>					
18. Digital Submission - the following shall be submitted at least 14 days prior to the scheduled hearing:					
A) One (1) digital PDF of the full plan representing an exact copy of the application to be presented at the scheduled hearing.					
(1) The PDF shall be a direct export from AutoCAD or similar program. Scanned copies are not acceptable.					
(2) The PDF file shall include all of the following, if applicable:					
(a) general development application with case number					
(b) architectural and engineering plans preferably 24" x36"					
(c) subdivision plats and survey preferably 24" x 36"					
(d) renderings and other visual project representations					
(e) professional reports (i.e. stormwater management)					
(3) The PDF file shall be labeled (named) as follows: Case number - Block.lot - Address - Application Type.pdf (as assigned by the Division of City Planning). Example: P00-001 - 12101.1 - 555 Planning St. - Minor Site Plan.pdf					

\* If a waiver is requested, please supply detailed reasons for the request. Attach additional sheets if necessary.

This image shows a full page of blank, lined paper. It features approximately 28 horizontal black lines spaced evenly across the page, typical of notebook paper. The lines are thin and extend from the left edge to the right edge. There is no handwriting or other markings on the page.

**Engineering Completeness**

<p>1.</p> <p>The following engineering details shall be included on Plans. Plans will be forwarded to the Division of Engineering and/or other appropriate municipal review agents for comment:</p> <ul style="list-style-type: none"> <li>A) Survey, signed and sealed by a licensed surveyor, showing block and lot numbers with metes and bounds description; existing and proposed easements, and size and location of any existing or proposed structures with setbacks dimensions.</li> <li>B) Location of project relative to adjacent properties and improvements, including encroachments</li> <li>C) Topographic data with existing and proposed elevations.</li> <li>D) Existing public rights-of-way with the existing and proposed utilities and service connections to the project showing pipe sizes, materials, lengths, rim and invert elevations for sewers, valves and other relevant information.</li> </ul> <p>Also, all existing conditions and structures in the adjacent public right-of-way, including but not limited to signposts, hydrants, street trees and tree pits, bus</p> <ul style="list-style-type: none"> <li>E) Proposed and exact location of above and below-ground utilities and amenities, including but not limited to traffic control poles, hydrants, street furniture, and signal boxes.</li> <li>F) Entrance to the project from public streets with curbs, drop curbs, aprons, and sidewalks.</li> <li>G) Storm system demand, strategy and design with drainage calculations and impact on existing drainage detailed in an Engineering Report, in compliance with the Stormwater Control Ordinance.</li> <li>H) Standards and details for curbs, wheel stops, walks, catch basins, trenches, street grade and intersections, pavement cross sections and profiles, traffic control and directional signs.</li> <li>I) Parking lot drainage</li> <li>J) Water service connections including valves, hydrants</li> <li>K) Proposed erosion control plan and method of control</li> <li>L) Water supply system demand, strategy and design</li> <li>M) Sanitary sewer system demand, strategy and design</li> <li>N) Traffic study, if required by Planning Director, showing existing and proposed traffic flows and volumes. (Per §345-17)</li> </ul>					
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