

JC Historic Preservation Commission (“HPC”) Application Checklist

SUBMISSION INFORMATION	
DATE:	
CASE NUMBER:	
SITE ADDRESS:	
APPROVAL SOUGHT:	
APPLICANT:	
OWNER:	
REVIEW STAFF:	

NOTE TO APPLICANTS: In the column marked "Submitted - No" you will find certain items marked with an "X", which are the items determined to be deficient as per the requirements of the Jersey City Land Development Ordinance. Please see “Staff Remarks” which may explain the deficiencies of the item. Issuances of this checklist completes HPC Staff’s permitted 45-day review period. Resubmission of incomplete items begins a new 45-day review period. Please email the assigned Review Staff with any questions

GENERAL APPLICATION REQUIREMENTS				
	COMPLETE			STAFF
	YES	NO	N/A	REMARKS
1. A fully completed application form				
2. A full and complete description of the proposed work within the application or separately submitted				
3. Fee				
4. Existing photographs of the building and/or site (please note we do not accept photos from any “streetview”)				
5. Any Historic Documentation of the property, including but not limited to the 1938 Tax Assessor’s card, historic photo documentation, or historic site documentation				
6. A proposal or contract for work				
7. Any permitting forms required from the divisions of Zoning, Building, and/or Engineering				

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NEW CONSTRUCTION APPLICATION REQUIREMENTS				
examples include new construction on a vacant lot, reconstruction of a building, etc				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Signed and Sealed Architectural and Engineering Plans containing the following:				
a) Zoning Chart				
b) Drawing List				
c) Site photographs				
d) Contextual photographs in elevation				
e) An existing blockfront elevation				
f) A proposed elevation of the blockfront with the new building inserted				
g) Block Site Plan				
h) Site survey				
i) A proposed site plan (or an existing and proposed site plan if required for comparison)				
j) Elevations of all facades				
k) Floor plans				
l) Roof Plan				
m) Building section(s)				
n) Landscape plan				
o) Fencing elevation, section and construction details				
p) Railing elevation, section and construction details				
q) Sightline drawings from the public right-of way-for all rooftop appurtenances				
r) Scaled, detail drawings including elevation and sections within the proposed openings of all proposed windows, doors and storefronts,				
s) Scaled, detailed drawings of all signage, ornament, lights, door hardware, doorbells, mailboxes etc.				
3. Digital Submission in PDF format of application documents and any revisions				
a) Revisions shall be dated and called out on plans and/or accompanied by a change				
b) Digital Submission of Distribution Set transmitted to staff prior to the scheduled hearing’s distribution date.				
DEADLINES ARE SET BY THE BOARD ON THEIR ADOPTED AGENDA				

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4. Physical materials and color samples be clearly noted on the drawings must be submitted to staff for review (Material Sample Board)				
5. All details of construction must be clearly labeled and cross referenced throughout submitted drawings				
6. Any permitting forms required from Zoning, Building, and/or Engineering				

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BUILDING ADDITION APPLICATION REQUIREMENTS				
examples of work include rear additions, rear decks, rooftop additions, roof decks, etc.				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Signed and Sealed Architectural and Engineering Plans containing the following:				
a) Zoning Chart				
b) Site survey				
c) Block site plan				
d) Existing vs proposed site plan				
e) Existing vs proposed floor plans				
f) Existing vs proposed elevations				
g) Existing vs proposed sections				
h) Scaled, detail drawings including elevation and sections within the proposed openings of all proposed windows, doors and storefronts				
i) Scaled, detailed drawings of all signage, ornament, lights, door hardware, doorbells, mailboxes etc.				
j) All materials and color must be clearly noted on the drawings				
k) To-scale sight line drawings				
l) Detail Drawings of lintels, sills, doors, windows, etc.				
m) Sightline drawings from the public right-of way-for all rooftop appurtenances				
n) Landscape Plan				
3. Materials and color samples				
4. Digital Submission in PDF format of application documents and any revisions				
a) Revisions shall be dated and called out on plans and/or accompanied by a change				
b) Digital Submission of Distribution Set transmitted to staff prior to the scheduled hearing’s distribution date, as necessary. DEADLINES ARE SET BY THE BOARD ON THEIR ADOPTED AGENDA				
5. Any permitting forms required from Zoning, Building, and/or Engineering				

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GENERAL RESTORATION APPLICATION REQUIREMENTS				
examples of work include repairing, restoring, cleaning, and painting ironwork (railings, fencing, newel posts, etc), facades, exterior doors, windows				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing details and condition of features to be restored				
3. Site documentation for which the restoration is based on, including but not limited to the 1938 Tax Assessor’s card, historic photo documentation, or historic site documentation				
4. Materials, specifications, and methods proposed (including color choices)				
5. Any necessary permitting documents as required by Zoning and Building				

GENERAL REPLACEMENT APPLICATION REQUIREMENTS				
*examples of work include removing existing materials and replacing with new – can be applied to ironwork (railings, fencing, newel posts, etc), fences, gates, etc *				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing features proposed to be replaced				
3. Site documentation for which the replacement is based on, including but not limited to the 1938 Tax Assessor’s card, historic photo documentation, or historic site documentation				
4. To scale, dimensioned drawings of the proposed replacement features (elevation, details and full or half-scale sections)*				
5. Site plan showing extent of installation locations				
6. Finish Sample/Color specification				
7. Any permitting forms required from Zoning, Building, and/or Engineering				

A manufacturer or supplier’s written description or prepared drawings of the proposed feature may be substituted for the above () at the discretion of the Historic Preservation Officer

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WINDOW REPLACEMENT APPLICATION REQUIREMENTS				
<i>*example of work: completely removing the existing window and casing and replacing it with a new window and casing*</i>				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs –showing proposed windows to be replaced				
3. Detail photographs of the windows from the exterior (and interior if applicable)				
4. To scale, dimensioned drawings of the proposed new door within the opening, including elevation and sections				
5. Cut sheet or drawing of proposed replacement features (elevation, details, and full or half-scale sections*)				
6. Color/Finish specifications				

A manufacturer or supplier’s written description or prepared drawings of the proposed window may be substituted for the above () at the discretion of the Historic Preservation Officer

DOOR REPLACEMENT APPLICATION REQUIREMENTS				
<i>*example of work: completely removing the existing window and casing and replacing it with a new window and casing*</i>				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs – showing proposed door to be replaced				
3. Detail photographs of the door from the exterior (and interior if applicable), showing deterioration				
4. To scale, dimensioned drawings of the proposed new door within the opening, including elevation and sections				
5. Cut sheet or drawing of proposed replacement door (elevation, details, and full or half-scale sections*)				
6. Color and/or Finish specifications and sample				

A manufacturer or supplier prepared drawings or written description of the proposed door may be substituted for the above () at the discretion of the Historic Preservation Officer

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SIDEWALK WORK APPLICATION REQUIREMENTS				
examples of work: completely removing the existing sidewalk and replacing it, resetting existing bluestone, UST removal from sidewalk, street tree pit expansion or repair				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs – showing front, right, and left sides of sidewalk				
3. Material and color specifications				
4. Site sketch, if necessary				
5. Any permitting forms required from Zoning, Building, and/or Engineering				

SIGNAGE APPLICATION REQUIREMENTS				
*examples of work include window signage and signage applied to the exterior of the building				
	COMPLETE			STAFF REMARKS
	YES	NO	N/A	
1. General application requirements				
2. Site photographs - showing the existing signage and the entire façade(s)				
3. Detail photographs of the existing storefront elevation				
4. A <i>to scale</i> photo simulation of the proposed signage				
5. A dimensioned drawing of the proposed signage clearly showing all measurements:				
a) Length and width of sign band and square footage				
b) Square footage of all lettering, logos <i>etc.</i>				
c) Proposed material sample(s) for the signband, lettering, etc.				
6. Proposed material of signage				
7. Proposed method of installation				
8. A mockup of the proposed signage on the building				
9. A mockup of the proposed signage on the storefront				
10. Any permitting forms required from Zoning, Building, and/or Engineering				