



PROPERTY MAINTENANCE 101:

FOR BUSINESS AND PROPERTY OWNERS

An illustration featuring a central grey building with a sign that says "MY SHOP" and a yellow and white striped awning. Surrounding the building are several hands holding business and maintenance-related items: a blue pencil, a magnifying glass, a blue blueprint with a house icon, a glowing yellow lightbulb, a yellow hammer, and a trowel. The background is split into a dark blue top half and a light grey bottom half.

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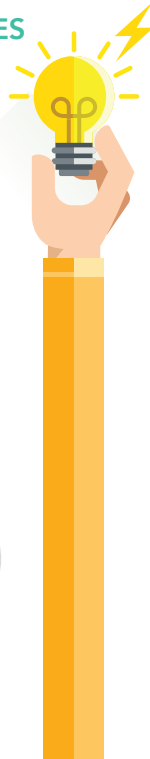
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LEGEND

WHO THIS AFFECTS

- | | | |
|---|---|---|
| Business Owner | Property Owner | Resident, Etc. |
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CONTACT INFORMATION

THE CITY OF JERSEY CITY CAN HELP:

The Department of Public Works can remove graffiti for you free of charge. Simply fill out a graffiti release form and our team will determine the best method of removal. You can access a graffiti release form at the bottom of the City of Jersey City's home page: <http://www.cityofjerseycity.com>

INTERESTED IN PUBLIC ART?

To learn more about how you can, contact Brooke Hansson at bhansson@jcnj.org

PARTNER WITH DPW:

Partner with the Department of Public Works and help us increase Jersey City's tree canopy. For the small fee of \$200, the Department of Public Works will plant a tree of your choosing (from a select list). This fee also includes the creation of a new tree pit outside your business if one does not already exist.





SIDEWALK USAGE / RESPONSIBILITIES

WHO THIS AFFECTS	TOPIC	ORDINANCE	WHAT IT MEANS
 	Sidewalk Restrictions	§ 296-18. - Commercial usage of sidewalks restricted. [Amended 6-14-1995 by Ord. No. 95-050]	<ul style="list-style-type: none"> No merchandise, advertising, or signs on public streets or sidewalks. Merchants can hold one sidewalk sale per month not to exceed 3 consecutive days-permit required (from Division of Zoning). In special improvement districts only, representative from the district can apply for the permit.
	Sidewalk Café	ARTICLE XII - Sidewalk Cafes	<ul style="list-style-type: none"> License required (through the Division of Commerce) and must be zoned for food service (Division of Zoning). No sidewalk café shall project into a sidewalk more than half the width of said sidewalk, but only to a maximum of ten (10) feet. In no case shall it extend so far as to leave less than six (6) feet for pedestrian traffic. Fence should be movable. Dates: March 15 to November 30 or any day December 1 through March 14 that the temperature rises above 55 degrees. Hours: 8:00 a.m. and 10:00 p.m., Sunday through Wednesday; 8:00 a.m. and 11:00 p.m., Thursday; and between 8:00 a.m. and 12:00 midnight, Friday and Saturday, except that no alcoholic beverage service allowed before noon on any day. Certificate of Insurance required (\$1,000,000) filed with City Clerk and the Division of Commerce.
 	Sidewalk Cleaning	ARTICLE II - Sidewalk Cleaning	<ul style="list-style-type: none"> Sidewalks need to be maintained and free of littered conditions at any time.
 	Snow Removal	ARTICLE I - Snow and Ice Removal	<ul style="list-style-type: none"> Clear snow from sidewalks and gutters in front and side of the building. Snow must be cleared within eight hours after the snow has fallen. If snow has fallen during the night, complete removal within four hours after sunrise. Do not deposit any snow into the street after it has been plowed. You may bank and pile the snow from the sidewalk within three feet inside the curb.
 	Tree Maintenance	§ 254-43. - Maintenance of exterior of premises.	<ul style="list-style-type: none"> Keep alleys, driveways, fire escapes, porches, sidewalks, exterior stairways and yards reasonably clean and free from filth, garbage, obnoxious weeds, or other debris and free from hazardous objects or conditions, such as excavations or holes, dead and dying trees, so as to afford safe passage and use.

INTRODUCTION:

AN ORDINANCE is a law passed by a municipal government. Ordinances constitute the subject matter of municipal law. Many ordinances deal with maintaining public safety, health, and general welfare. Other ordinances deal with fire and safety regulations that commercial and industrial property owners and occupants must follow. Essentially, City and State Ordinances exist to protect the community and ensure the highest level of quality of life conditions for all residents, but can often seem complex and confusing. This guidebook is designed to help you understand some of the most important City Ordinances that guide the maintenance and operation of your business. For a complete listing of all Jersey City ordinances please visit www.municode.com.

While violations of any City Ordinances can eventually lead to fines, this manual is not intended to be threatening or punitive in anyway, but is rather meant to be a tool to insure the highest quality standards for your business, your customers and all Jersey City residents. Please allow the City of Jersey City to be your partner in this endeavor.



EXTERNAL APPEARANCE

WHO THIS AFFECTS	TOPIC	ORDINANCE	WHAT IT MEANS
 	Signage/ Appearance	§ 254-44. - Appearance of exterior of premises	<ul style="list-style-type: none"> Keep all storefronts in good condition, painted and free of any eyesore or safety hazard.
	Signage/ Appearance	§ 254-45. - General safety and sanitation	<ul style="list-style-type: none"> Maintain exteriors and interiors in good condition Keep exterior surfaces painted or whitewashed, and free of graffiti.
	Signage/ Appearance	§ 345-68. - Signs	<ul style="list-style-type: none"> Window: Signage and product should cover no more than 25% of total glazed area of a storefront.
	Public Art	254-44-B-2	<ul style="list-style-type: none"> Murals have proven to prevent graffiti. Jersey City has commissioned over 60 large scale murals on walls that were formally chronic targets of graffiti and assumes all costs and liabilities for the production of public art that replaces graffiti.
	Grffiti	254-44-B-2	<ul style="list-style-type: none"> You are required to ensure that any graffiti that occurs on your property is promptly removed.
	Security Gates	Chapter 278 - SECURITY GATES	<ul style="list-style-type: none"> If you are interested in installing a security gate on the front of your business, contact the Office of Construction Code to acquire a permit. All new security gates can no longer consist of solid panels; the open grill enhances the security of your business and allows public safety personnel to see into your business in the event of a fire or burglary.



WASTE MANAGEMENT

WHO THIS AFFECTS	TOPIC	ORDINANCE	WHAT IT MEANS
	Garbage/ Recycling		<ul style="list-style-type: none"> Store all waste receptacles within the building or rear of the premises until time of removal Keep waste materials in receptacles no more than four inches from the top.
	Recycling Reporting	§ 287-45. - Commercial establishment compliance requirements	<ul style="list-style-type: none"> Businesses must report annually to the municipal recycling coordinator the amount of recycled materials, by material type, collected and recycled and the vendor. Food service establishments are required to recycle grease.
	Sidewalk Sweeping	§ 287-20. - Owners of business premises; food refuse	<ul style="list-style-type: none"> No sweeping garbage into gutters, street or other public place. Business owners should keep the sidewalk in front of their business free of litter.
 	Recycling Pick Up	§ 287-43. - Collection of recyclable materials	<ul style="list-style-type: none"> Place receptacles outside after 7:00 pm on the day immediately preceding the day of collection, but no later than 10:00 pm. Remove empty containers from curbside by no later than 10:00 am next day.

HOW TO SORT YOUR RECYCLABLES:

GLASS INCLUDES:

- Soda Bottles
- Beer Bottles
- Food Jars
- Liquor Bottles
- All Cans Except Paint Cans

PLASTICS INCLUDES:

- Milk Cartons
- Drink Boxes
- Plastic Milk Containers
- Food Containers
- Household Cleaner Containers
- Laundry Detergent Bottles
- Shampoo Bottles

PAPER INCLUDES:

- Newspapers
- Magazines
- Junk Mail
- School Paper
- Office Paper
- Computer Paper
- Telephone Books
- All Cardboard Boxes & Corrugated Boxes
- Cereal Boxes
- Pasta Boxes
- Laundry Detergent Boxes

PAPER



GLASS



ORGANIC



PLASTIC



WASTE MANAGEMENT



OTHER SPECIAL RECYCLABLES:

Wood	<ul style="list-style-type: none"> Clean untreated, unpainted lumber and tree parts longer than 4 feet long: Drop off Mon. - Fri. 8:00 AM to 4:00 PM at the Department of Public Works Main Office (15 Linden Avenue East).East). Tree Parts shorter than 4 feet: curbside collection available on Wednesdays by appointment only. Call the Forestry Dept. at (201) 547-4449.
Leaves	<p>FROM OCTOBER TO DECEMBER</p> <ul style="list-style-type: none"> Collection days will be advertised, Free biodegradable brown paper bags for leaf collection will be provided. NO PLASTIC BAGS FOR LEAVES PLEASE!
Christmas Trees	<ul style="list-style-type: none"> Picked up every Thursday in January. DO NOT WRAP OR BAG.
Tires	<ul style="list-style-type: none"> Commercial or residential tires can be dropped off Mon. - Fri. 9:00 AM to 3:00 PM at the Department of Public Works Main Office (15 Linden Avenue East)
Paint Cans	<ul style="list-style-type: none"> Oil Based Paint must be dropped off at the Department of Public Works Main Office Mon. - Fri. 9:00 AM to 3:00 PM (15 Linden Avenue East). Proof of residency is required. Latex Based Paint cans (once rinsed out and covers are taken off) can be placed at the curb with regular garbage; no longer needs to be dropped off at our site.
Alkaline Batteries	<ul style="list-style-type: none"> Alkaline batteries can be placed at the curb with regular garbage; no longer needs to be dropped off at our site.
Oil / Antifreeze	<ul style="list-style-type: none"> Drop off Mon. - Fri. 9:00 AM to 3:00 PM at Department of Public Works Main Office (15 Linden Avenue East). Five gallon limit per person. Proof of residency is required.

Special Collection is Required by Law for Refrigerators and Air Conditioners
To Schedule a pick-up, call (201) 432-4645 ext. 600, Monday-Friday 9:00am-4:00pm

