

City of Jersey City

“Adopt-A-Lot” Program Fact Sheet

JERRAMIAH HEALY, MAYOR

Rodney Hadley, Department Director
PARK MAINTENANCE
575 ROUTE # 440
JERSEY CITY, NJ 07305
(201) 547-4449

Robert Cotter, Division Director
City Planning
30 Montgomery St, Suite 1400
Jersey City, NJ 07302
201-547-5010

1. Only City owned lots and parks may be adopted.
2. Lots may be used for community gardening or recreational purposes.
3. Non-profit corporations or Community associations may submit a written request with a completed application to:

Rodney Hadley, Director
Department of Public Works
575 Route 440
Jersey City, NJ 07305

With a copy to:

Tanya Marione-Stanton
Division of City Planning
30 Montgomery Street, Suite 1400
Jersey City, NJ 07302

Or may send an electronic version to:

Tanyam@jcnj.org using the subject “Adopt-A-Lot Request”

4. Applicants whose applications are approved will be sent four (4) original “Lease Agreements” to be completed and returned to:

**DPW / Div. of Park Maintenance
575 Route 440
Jersey City, NJ 07305
Attn: Rodney Hadley, Director
With a copy to:**

**Tanya Marione-Stanton
Division of City Planning
30 Montgomery Street, Suite 1400
Jersey City, NJ 07302**

**Or may send an electronic version to:
Tanyam@jcnj.org using the subject "Adopt-A-Lot Request"**

5. Properly completed Lease Agreements will be forwarded to the Business Administrator (BA) to be executed. The Lease shall be valid for 2 years from the day Lease is executed by the BA.
6. After receiving the Tenant copy of the executed Lease the applicant must notify DPW and together a representative of the applicant and DPW will inspect the site to locate and remove, if feasible, hazardous conditions. If a dangerous condition exists that cannot be remedied at reasonable cost to the City the Lease may be terminated immediately.
7. There is a \$1.00 annual fee per lot.
8. Community groups will be required to abide by the rules and regulations listed in the Lease. This includes attending an educational workshop, registering your garden online, providing a minimum of 20 hours of public access, and participating in an annual Green Your Block program.

**For other questions regarding the program please contact the Department. of
Park Maintenance at (201) 547-4449,
or the Division of City Planning at (201) 547-5488**