



Town of Secaucus

Municipal Government Center Engineering/District Zoning Department
1203 Paterson Plank Road, 4th Floor
Secaucus, NJ 07094
Tel: 201-617-5913 / Fax: 201-617-5937
Town Web: www.secaucusnj.org

**INFORMATION REQUIRED FOR
THE TOWN OF SECAUCUS ZONING CERTIFICATE APPLICATIONS
FOR PROPERTIES IN SECAUCUS LOCATED WITHIN THE HACKENSACK MEADOWLANDS DISTRICT,
WHICH ARE SUBJECT TO THE RULES OF THE NJSEA*,
PLEASE USE THE FOLLOWING PROCEDURES:**

STEP 1:

Applicant shall submit the following to NJSEA:

- Two (2) copies of the Zoning Certificate Application, which can be found at the following link:
 - <http://www.njsea.com/njmc/pdfs/lum-apps/zone-cert-occup-cert-app.pdf>
- Four (4) sets of signed and sealed site plan drawings and any additional documentation required as per **N.J.A.C 19:4-4.4 Application for Zoning Certificate; technical requirements**
 - <http://www.njsea.com/njmc/land/regulations.html>
- Please submit directly to NJSEA at the following address: One DeKorte Park Plaza • PO Box 640
• Lyndhurst, New Jersey • 07071

Applicant shall note the following:

- NJSEA Rules and Regulations can be found at the following link:
 - <http://www.njsea.com/njmc/land/regulations.html>
- Please do not provide NJSEA with payment at the time of submitting application to NJSEA.

STEP 2:

NJSEA will forward your zoning certificate application to the Town of Secaucus for our review in accordance with [NJSEA Resolution 2015-54](#) along with a letter of transmittal noting the NJSEA file name and number.

STEP 3:

Upon receipt of the application, the Town of Secaucus Engineering Department will review the plans and application, and contact the applicant about providing a payment. Once application is deemed administratively and technically complete and payment is received, the Department will issue a zoning certificate with signed and sealed plans via email and/or regular mail.

Please follow NJSEA fee guidelines. Checks must be made payable to "Town of Secaucus," and can either be mailed or dropped off to:

Secaucus Town Hall
Engineering Department – 4th Floor
1203 Paterson Plank Road
Secaucus, NJ 07094

STEP 4:

The Town of Secaucus Engineering Department will forward a copy of the Zoning Certificate to the Construction Department and NJSEA for their records. For plan review and permitting process, please contact the Town of Secaucus Construction Department at 201-330-2027.

* Limited exceptions may apply as required by law. In this event, the applicant will be contacted in writing.