



Town of Secaucus

Engineering/District Zoning Department
1203 Paterson Plank Road, 4th Floor,
Secaucus, NJ 07094
Tel: 201-617-5913
Fax: 201-617-5937

INFORMATION REQUIRED FOR THE TOWN OF SECAUCUS CERTIFICATE OF OCCUPANCY

**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: A Continued Certificate of Occupancy must be filled out and **submitted to NJSEA** as per N.J.A.C 19:4-4.8 at the following address: One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

- Please do not provide NJSEA with payment.
- Application can be found on the following link:
 - <http://www.njsea.com/njmc/pdfs/lum-apps/zone-cert-occup-cert-app.pdf>
- Please be sure to provide a key plan and any additional pertinent information described in the following link:
See **N.J.A.C 19:4-4.8, 4.9, and 4.10:** <http://www.njsea.com/njmc/land/regulations.html>

STEP 2:

NJSEA: NJSEA will forward your zoning certificate application to the Town of Secaucus for our review in accordance with [NJSEA Resolution 2015-54](#).

STEP 3:

Town of Secaucus Engineering Dept.: Upon receipt of application, the Town of Secaucus Engineering Dept. will review the application and contact the applicant about providing a payment; once application is deemed administratively and technically complete and payment is received, we will forward the application to the Town of Secaucus Construction Department.

Please follow NJSEA fee schedule (based on square footage). Payment is made payable to the 'Town of Secaucus' and can be mailed or dropped off to:

Secaucus Town Hall

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

STEP 4:

Town of Secaucus Construction Dept.: The Town of Secaucus Construction office will contact the applicant and schedule an inspection prior to issuance of the CCO. Upon completion, the Inspector will leave a copy of the Final Certificate with the applicant on site.

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