



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.gov/departments/engineering

INFORMATION REQUIRED FOR THE TOWN OF SECAUCUS SIGN PERMIT 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:

- Two (2) copies of the Sign Permit Application, which can be found at the following link:
<https://s3.us-east-2.amazonaws.com/njmc/pdfs/lum-apps/sign-permit-app.pdf>
- Four (4) sets of signed and sealed site plan drawings that indicate all existing and proposed signs on the property, proposed signage plan, and any additional pertinent information as per **N.J.A.C 19:4-4.4(d)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:
 - <https://www.njsea.com/regulations/> - **N.J.A.C 19:4-8.14 Signs**
- Please do not provide NJSEA with payment at the time of submitting application to NJSEA.

STEP 2:

NJSEA will forward one copy of the NJSEA Sign Permit Application, three sets of plans/documents to the Town of Secaucus for 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 application, the Town of Secaucus Engineering Department will review the application and plans 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 a copy of the approved plans via email and/or regular mail, and forward a copy to the Town of Secaucus Construction Department.

- Please follow NJSEA fee guidelines. Checks must be 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

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



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STEP 4:

The applicant shall fill out a Construction Permit Jacket Application.

- UCC forms can be found at the following link:
<https://secaucusnj.gov/construction-documents/839-construction-permit-jacket-application-f100-2/file.html>
- Applicant shall provide 3 sets of signage plans for plan review.

Sign permit plan review and inspection will be performed by the Town of Secaucus Construction Department upon receipt of the approved zoning certificate. For plan review and permitting process, please contact the Town of Secaucus Construction Department at 201-330-2027.