



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 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:

*The New Jersey Sports and Exposition Authority (NJSEA) is accepting land use/zoning and construction code plan review applications by **electronic submission** to plans@njsea.com in order to expedite the placement of applications into the queue for review. Applicant shall submit the following via email:*

- **One (1) copy of the Zoning Certificate Application, which can be found at the following link:**
<https://s3.us-east-2.amazonaws.com/njmc/pdfs/lum-apps/zone-cert-occup-cert-app.pdf>
- One (1) PDF copy of the site plan drawings and any additional documentation required as per **N.J.A.C. 19:4-4.4 Application for Zoning Certificate; technical requirements**

Applicant shall note the following:

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

STEP 2:

Once the NJSEA receives your application, they will perform an administrative review and assign the application a file name and number. NJSEA will then forward your application to the Secaucus Engineering Department for Zoning Review in accordance with [NJSEA Resolution 2015-54](#). Please note that the contact person listed on the application will also receive an email confirming that the application has moved forward to the Secaucus Engineering Department.

STEP 3:

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

STEP 3 (continued):

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



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The Town Engineer will email the applicant to request paper copies of the following documents:

1. Three (3) sets of signed and sealed drawings
2. 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.

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