



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
CERTIFICATE OF OCCUPANCY 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:*

1. One (1) copy of the Zoning Certificate/Certificate of Occupancy 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) copy of site plan and one (1) copy of key plan indicating tenant area(s) and additional documentation as per **N.J.A.C 19:4-4.9 & 4.10 Application for occupancy certification; administrative and technical requirements.**

Applicant shall note the following:

- NJSEA Rules and Regulations regarding Certificates of Occupancy can be found at the following link:
<https://www.njsea.com/regulations/> - **N.J.A.C 19:4-4.8 Occupancy Certification**
- **Please do not provide NJSEA with payment at the time of submitting application to NJSEA.**

STEP 2:

NJSEA will forward a copy of the NJSEA Zoning Certificate/Certificate of Occupancy Application, key plan and site plan, 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. 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 application, the Town of Secaucus Engineering Department will review the application and contact the applicant regarding the fee schedule. Once application is deemed administratively and technically complete and payment is received, the Department will forward the application to the Town of Secaucus Construction Department.

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



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STEP 3 (continued):

- Please follow NJSEA fee schedule (based on square footage). Checks must be made payable to the "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 Construction office will contact the applicant and schedule an inspection prior to issuance of the Certificate of Occupancy. Upon completion, the Inspector will provide a copy of the Final Certificate to the applicant.