



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:

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 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>
- One (1) PDF copy of 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>

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:

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 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 plans and contact the applicant about providing signed and sealed sign drawings and a payment. Once application is deemed administratively and technically complete and plans and payment are 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.

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



Town of Seacaucus

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

STEP 3 (continued):

- Please be advised that the Department will require five (5) sets of signed and sealed drawings. Two (2) sets are used for zoning approval, while the additional three (3) sets are provided to the Seacaucus Construction Department for plan review.
- If applicable, the applicant shall fill out a Construction Permit Jacket Application.
 - UCC forms can be found at the following link:
<https://secaucusnj.gov/departments/construction/>

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