



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:

Applicant shall submit the following to NJSEA:

- Two copies 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 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**
- 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 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 one 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.

STEP 3:

Upon receipt of application, the Town of Secaucus Engineering Department will review the application and contact the applicant about providing a payment. 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.

- 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

*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 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 leave a copy of the Final Certificate with the applicant on site.