



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 OUTDOOR EVENT 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:

Please directly email the following required documents to both Kelly King at kking@njsea.com and Donna Bocchino at dbocchino@njsea.com at NJSEA, and Jennifer Modi, Secaucus Town Engineer, at jmodi@secaucus.net:

1. NJSEA Outdoor Event Application – *see attached*
 - a. Fill out all applicable sections of the application.
1. Application shall include a Site Plan – Provide a sketch with proposed layout / indicating the location of the event.
2. If applicable, application shall include a Floor Plan - indicating the dimensions of indoor display/sale areas, emergency exits, aisle widths, and location of bathroom facilities.

STEP 2:

NJSEA will forward your zoning certificate application **electronically** to the Town of Secaucus for our 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 the application, the Town of Secaucus Engineering Department will review the application and plans. This Office will also forward your application to Police, Fire, and Health Departments. However, it is the Applicants' responsibility to obtain approvals.

Applicant shall:

1. Applicant must notify Secaucus Police Chief Dennis Miller (pre-approval to zoning).
2. Applicant must notify Secaucus Fire Official, Vincent Massaro Jr, CFI, of the event to obtain Fire Permits and tent permits. Please see attached Tent Permit Application – *see attached*. (pre-approval to zoning)
3. Applicant must notify Secaucus Health Department, Christine Aguilera at caguilera@secaucus.net for information regarding any additional permits and applications related to a temporary event and/or having food vendors on site at the proposed event. (pre-approval to zoning)

A confirmation email from the Police, Fire, and Health Departments are required to issue a zoning certificate.

STEP 4:

The Town of Secaucus Engineering Department will issue a Conditional Zoning Certificate to the applicant and forward a copy of the Conditional Zoning Certificate to the Secaucus Fire, Police, and Construction Departments, and NJSEA for their records.

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



Application for Outdoor Event

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

Required Application Fee: None

Required Plans: One copy of the site plan indicating the location of event areas
One copy of the floor plan indicating the dimensions of indoor display/sale areas, emergency exits, aisle widths, and location of bathroom facilities

Required Documents: Copies of notification letters to Municipal Police and Fire Departments and approval letters from these departments, as required by the Municipality.

1. Applicant information

Applicant name _____

Street address _____

Town _____ State _____ Zip _____

Office phone (_____) _____ Cell phone (_____) _____

Email address _____

2. Property for which application is made

Location of property: Street address _____

Suite No. _____ Floor No. _____

Block _____ Lot _____ Town _____

Property owner's name _____

Property owner's mailing address _____

Town _____ State _____ Zip _____

Phone number (_____) _____

Email address _____

Existing tenant and use _____

3. Outdoor event information

Description of outdoor event: _____

Square footage of outdoor event area: _____

On-site representative responsible for event: _____



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3. Outdoor event information *(continued)*

DAY	DATE	TIME

4. Signature of applicant *(Must be the same as in item 1 on page one)*

Signature _____ Date _____

Print name please _____

5. Property owner's authorization*

(If applicant is other than the property owner listed in item 2 above, the owner's authorization must be obtained)

I hereby authorize _____ as the applicant listed above, to act as my agent in matters pertaining to this application.

Signature _____ Date _____

Print name please _____



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Note to all applicants:

1. Applications shall be submitted to this Office a minimum of 15 business days prior to the event.
2. Outdoor events in excess of seven days per year require the prior written approval of the NJSEA. Outdoor events shall not exceed a total of 14 days per property per year.
3. Note that in order to conduct any outdoor event, the prior written approval from the Municipal Police Department and Municipal Fire Official shall be submitted to the NJSEA a minimum of 7 days prior to the event.
4. No retail sales shall be permitted in the outdoor event area.
5. One temporary event sign or banner is permitted per lot. The size and location of the sign or banner shall conform to N.J.A.C. 19:4-8.14. Such signs or banners may be erected up to 7 days before the event and must be removed immediately following the event.
6. The owner's authorization of this application is also consent to allow the Authority's Staff to inspect the subject property.
7. Please be advised that violations of the Meadowlands District Zoning Regulations may lead to the invalidation of conveyances of property, revocation of NJSEA permits, fines of not less than \$500.00 nor more than \$5,000.00, or other legal action.

Outdoor Event Requirement

See N.J.A.C. 19:4-6.4 for detailed requirements concerning outdoor events.

An application for an outdoor event must include all of the following items:

1. Completed application form, including property owner's authorization.
2. List of proposed event dates and times.
3. Notification letter to the Chief of Police and the Fire Official seeking permission for the event(s) (see sample letters to Chief of Police and Fire Official).
4. Approval letters from the Municipal Police Department and Fire Official listing the dates and times of the event(s).
5. Approval letter from the local Board of Health, as necessary.
6. One copy of the site plan for the property indicating the location of event areas and all parking spaces. The square footage of the event area shall be indicated on the plan.



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SAMPLE LETTER TO CHIEF OF POLICE

Chief of Police

_____, NJ _____

Dear _____:

_____ would like to hold a retail sale event as follows:

Name of Company

Location: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

The New Jersey Sports and Exposition Authority requires the approval of the Police Chief before it will issue a permit. If you approve the above sale date and times, please forward a copy of your written approval to:

Land Use Management
New Jersey Sports and Exposition Authority
One DeKorte Park Plaza
PO Box 640
Lyndhurst, NJ 07071

If you have any questions please do not hesitate to contact us.

Sincerely,



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Website: njsea.com/applications

SAMPLE LETTER TO FIRE OFFICIAL

Fire Official

_____, NJ _____

Dear _____:

_____ would like to hold a retail sale event as follows:

Name of Company

Location: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

Day: _____ Date: _____ Time: _____

We are now applying to the New Jersey Sports and Exposition Authority (NJSEA) for a permit for this event. The NJSEA requires the approval of the Fire Official before it will issue a permit. If you approve the above sale date and times, please forward a copy of your written approval to:

Land Use Management
New Jersey Sports and Exposition Authority
One DeKorte Park Plaza
PO Box 640
Lyndhurst, NJ 07071

If you have any questions, please do not hesitate to contact us.

Sincerely,

FIRE PERMIT APPLICATION



OFFICE OF INSPECTIONS
SECAUCUS FIRE INSPECTOR

1203 PATERSN PLANK ROAD
MUNICIPAL GOVERNMENT CENTER
SECAUCUS, NJ 07094
TEL 201-330-2059

OFFICE USE ONLY

FEE AMOUNT PAID \$ _____

DATE PAID _____

CHECK# _____ CASH _____

PERMIT TYPE TYPE I - TENT

FIRE PERMIT # _____

DATE _____

APPLICANT _____

YOUR PERMIT WILL EXPIRE ON DECEMBER 31, _____, IN ORDER FOR YOU TO CONTINUE YOUR OPERATIONS,
PLEASE FILL OUT THIS IN FULL AND MAIL IT ALONG WITH YOUR CHECK TO: SECAUCUS FIRE INSPECTOR,
PO BOX 1446, SECAUCUS, NJ 07094-1446

LOCATION OF ACTIVITY: _____

PROPOSED DATES: _____

TELEPHONE #: _____ FAX # _____

CORPORATION _____ PARTNERSHIP _____ INDIVIDUAL _____ LIC # _____

The above named applicant hereby requests permission to conduct the following activity at the above location

And for the keeping, storage, occupancy, sale, handling, or manufacture of the following: _____

STATE QUANTITIES FOR EACH CATEGORY TO BE STORED: _____

METHOD OF STORAGE: _____

I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT, AND THAT I AM
THE OWNER OR DULY AUTHORIZED TO ACT IN THE OWNER'S BEHALF AND AS SUCH HEREBY AGREE TO COMPLY WITH THE
APPLICABLE REQUIREMENTS OF THE FIRE CODE AS WELL AS ANY SPECIFIC CONDITIONS IMPOSED BY THE FIRE OFFICIAL.

SIGNED

TITLE

DATE