



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 CONSTRUCTION CODE PLAN REVIEW APPLICATION

**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 NJSEA Construction Code Plan Review Application: <https://s3.us-east-2.amazonaws.com/njmc/pdfs/lum-apps/construction-code-plan-review-and-fees-app.pdf>
2. One (1) PDF copy of the drawings
3. One (1) PDF of the UCC permit and each UCC Subcode Technical Section application.

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:

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. One (1) original of the UCC permit and each UCC Subcode Technical Section application.
 - UCC and Subcode Technical Forms can be found here:
<https://secaucusnj.gov/departments/construction/>
3. Once the Secaucus Engineering Department receives the paper copies of the documents above, the Town Engineer will then forward your entire application package to the Secaucus Construction Department, including the letter of transmittal noting the file name and number.
4. Construction code plan review and inspection will be performed by the Town of Secaucus Construction Department upon receipt of the letter of transmittal indicated above.
 - **Please note that the Secaucus Construction Department will contact the applicant regarding any fees, additional documentation that may be required, etc. Do not send any fees with your application package.**

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