



Application for Warehouse Sale

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

Phone: 201.460.1700 • Fax: 201.372.0161

Website: njsea.com/applications

Date _____

Note: Fees are required at time of application

Required Application Fee: \$500.00

Required Plans: One copy of the floor plan of the retail sale event area.
One copy of the site plan.

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 _____

3a. Retail sale event information

Square footage of retail sale event area: _____

On-site representative responsible for sale events: _____

Type of commodity: _____



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Note to all applicants:

- See the Warehouse Sale Event Requirements on Page 4 for further information.
- The owner's authorization of this application is also consent to allow the NJSEA Staff to inspect the subject property.
- 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.

Warehouse Sale Requirements

See N.J.A.C. 19:4-6.3 for detailed requirements concerning retail sale events.

A. The following retail sale events shall be regulated by the NJSEA:

1. Warehouse sales;
2. Temporary or seasonal outdoor sales; and
3. Christmas tree sales.

NOTE: This section shall not apply to retail sale events held within the limits of approved retail uses.

B. An application for a retail sale event must include ALL of the following items:

1. Completed application form, including property owner's authorization and the required application fee.
2. List of proposed retail sale event dates and times.
3. Notification letter to the Chief of Police and the Fire Official seeking permission for the sale (see sample letters to Chief of Police and Fire Official).
4. Approval letter from the Municipal Police Department and Fire Official listing the dates and times of the sale.
5. One copy of the site plan for the property indicating all parking spaces.
6. One copy of the floor plan of the retail sale event area, showing the location and dimensions of the display areas and aisle widths, the location of all entrances and exits, and the locations and number of restroom fixtures. The square footage of the sale area shall be indicated on the plan.

C. Applications shall be submitted to this Office a minimum of 15 business days prior to the retail sale event.

D. A maximum of 21 sale days per tenant shall be permitted per year, inclusive of both warehouse sales and temporary or seasonal outdoor sales. No single sale event shall occur for more than seven consecutive days. The sale of Christmas trees may be permitted beginning the day after Thanksgiving continuing through Christmas Day.

E. One temporary sign or banner is permitted per lot. The size and location of the sign or banner shall conform with N.J.A.C. 19:4-8.14. Sale signs or banners may be erected up to seven (7) days before the retail sale event and must be removed immediately following the event.

If you have any questions, please contact the NJSEA at (201) 460-1700.



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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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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,



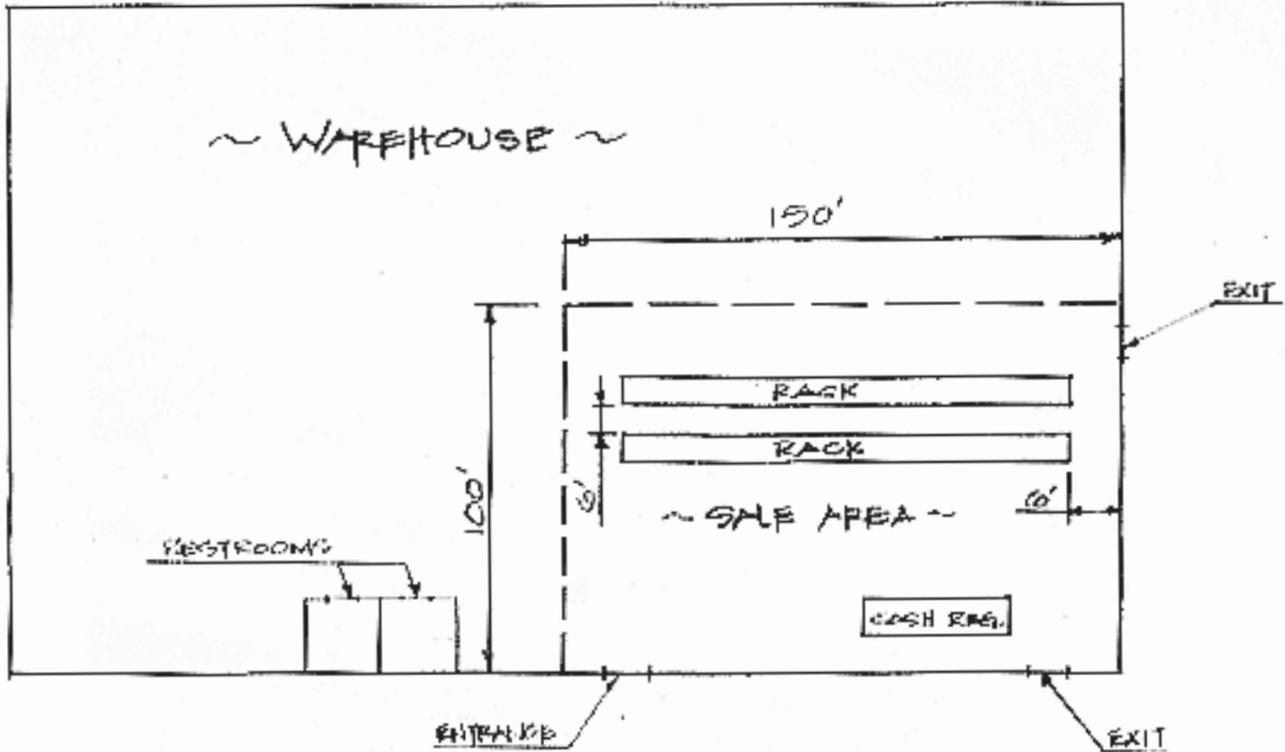
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SAMPLE FLOOR PLAN — WAREHOUSE SALE AREA



WAREHOUSE SALE

FLOOR PLAN

(SAMPLE)

NOTES:

- 1) WAREHOUSE SALE AREA = X,XXX SQUARE FEET.
- 2) NUMBER OF BATHROOM FIXTURES -
MALE: FEMALE: