



# Zoning Certificate/Occupancy Certification Application

One DeKorte Park Plaza • PO Box 640 • Lyndhurst, New Jersey • 07071  
Phone: 201.460.1700 • Fax: 201.372.0161  
Website: njsea.com/applications

Date \_\_\_\_\_

## CHECK APPROPRIATE BOXES

### ZONING CERTIFICATE

**Required plans:** Three (3) copies of signed and sealed site plans (refer to N.J.A.C. 19:4-4.4 for more information).  
**Secaucus and Kearny:** Please note, effective immediately, all applications in Secaucus and Kearny will require 4 (four) sets of plans. Thank you for your cooperation.

#### Required fees:

- New building \$10.00 per 100 sq. ft. of floor area; minimum \$500.00
- Addition \$10.00 per 100 sq. ft. of floor area; minimum \$100.00
- Major site improvement \$1,000.00 (*more than 0.25 acres of any new impervious coverage*)
- Minor site improvement \$500.00
- Interior alteration related to change in use \$500.00
- Fence \$200.00
- Antenna \$300.00
- Tower \$500.00 per tower
- Recycling and/or refuse area \$200.00
- Tanks \$300 per tank
- Snow/ice removal equipment  \$100.00 Initial fee     \$25.00 Renewal certificate
- Solar Panels \$100.00
- Other: \_\_\_\_\_ \$ \_\_\_\_\_

### OCCUPANCY CERTIFICATE

**Required plans:** One (1) copy of site plan and one (1) copy of key plan indicating tenant area(s) (refer to N.J.A.C. 19:4-4.10 for more information).

#### Required fees:

- Tenant name change \$ 50.00
- Up to 500 sq. ft. \$100.00
- Up to 3,000 sq. ft. \$250.00
- 3,001 to 10,000 sq. ft. \$400.00
- 10,001 to 25,000 sq. ft. \$500.00
- 25,001 to 50,000 sq. ft. \$600.00
- 50,001 sq. ft. and up \$800.00
- Office trailers and guardhouses \$500.00

### 1. Contact person for occupancy inspection (if required)

Name \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### 2. Applicant information

Applicant \_\_\_\_\_

Street address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

**3. Property for which application is made**

Location of property:

Street address \_\_\_\_\_

Suite No. \_\_\_\_\_ Floor No. \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Municipality \_\_\_\_\_

Property owner's name \_\_\_\_\_

Property owner's mailing address \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_

Previous tenant and use \_\_\_\_\_ SQ. FT. \_\_\_\_\_

Proposed/Existing tenant and use \_\_\_\_\_ SQ. FT. \_\_\_\_\_

**4. Proposed tenant/use**

Is tenant new to the District?  Yes  No

Name of tenant/occupant \_\_\_\_\_

Name(s) under which business will operate \_\_\_\_\_

Number of employees \_\_\_\_\_

Present mailing address \_\_\_\_\_

Municipality \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Detailed description of proposed use \_\_\_\_\_

Description of manufacturing equipment/processes \_\_\_\_\_

Type of air/water discharge anticipated \_\_\_\_\_

Description and cost of proposed construction \_\_\_\_\_

Number of off-street parking spaces provided \_\_\_\_\_

Number and type of trucks/trailers owned \_\_\_\_\_

Number of off-street truck spaces provided \_\_\_\_\_

Type of outdoor storage or activities planned \_\_\_\_\_

Is retail outlet store planned? \_\_\_\_\_

Number of off-street customer spaces provided \_\_\_\_\_

Have you or will you be applying for New Jersey EDA funds? \_\_\_\_\_ Date \_\_\_\_\_

**5. Signature of applicant** *(Must be the same as in item 1 above)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_





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## TO ALL APPLICANTS:

If the subject building is equipped with an automatic fire suppression system, the attached UCC Form F380 must be completed and displayed at each fire sprinkler riser. For historical reference, please forward one copy of the completed Form F380 to the New Jersey Sports and Exposition Authority and one copy to the local Construction Official. Thank you for your cooperation.



## Fire Sprinkler Hydraulic Data Plate

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
Location: \_\_\_\_\_ Sys #: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Zone: \_\_\_\_\_  
Address: \_\_\_\_\_ Area: \_\_\_\_\_

Hazard: LIGHT: \_\_\_\_\_ OR-1(8') \_\_\_\_\_ OR-2(12') \_\_\_\_\_ EX-1 \_\_\_\_\_ EX-2 \_\_\_\_\_  
NFPA standard: \_\_\_\_\_ System type: \_\_\_\_\_  
Density/area: \_\_\_\_\_ gpm/sf over \_\_\_\_\_ sq. ft. area  
Area/sprinkler: \_\_\_\_\_ sf/sp. used \_\_\_\_\_ sq. ft. allowed  
Mfr. \_\_\_\_\_ Model \_\_\_\_\_  
Sprinkler data: \_\_\_\_\_ orifice \_\_\_\_\_ k-factor \_\_\_\_\_ degree \_\_\_\_\_  
Spkr's flowing: \_\_\_\_\_ spkr. \_\_\_\_\_ Hose: \_\_\_\_\_ gpm allowance \_\_\_\_\_  
Total sprinklers on system: \_\_\_\_\_

### Summary of flow

End sprinkler flow: \_\_\_\_\_ gpm@ \_\_\_\_\_ psi \_\_\_\_\_  
Discharge of flowing sprinklers: \_\_\_\_\_  
Total Demand Base of Riser: \_\_\_\_\_  
With hose: \_\_\_\_\_ gpm With rack: \_\_\_\_\_ gpm

# Fire Sprinkler Hydraulic Data Plate

## Supply data

Location: \_\_\_\_\_

Test by: \_\_\_\_\_ Test date: \_\_\_\_\_

City: Static \_\_\_\_\_ psi; Residual \_\_\_\_\_ psi; Flow \_\_\_\_\_ gpm

Fire pump rating: \_\_\_\_\_ gpm @ \_\_\_\_\_ psi Elec. \_\_\_\_\_ Diesel \_\_\_\_\_

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## Pipe data

C-Factor: Aboveground = \_\_\_\_\_ Underground = \_\_\_\_\_

Pipe type: Sched/40 \_\_\_\_\_ Lt. Wall \_\_\_\_\_ XL \_\_\_\_\_ CPVC \_\_\_\_\_ Copper \_\_\_\_\_

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## Storage

Commodity class: \_\_\_\_\_

Maximum height \_\_\_\_\_ ft. Minimum clear aisle width \_\_\_\_\_ ft.

Fig. no. (231-C): \_\_\_\_\_ Curve: \_\_\_\_\_ Spkr./level to flow: \_\_\_\_\_

Rack demand: \_\_\_\_\_ gpm @ \_\_\_\_\_ psi @ ref. pt. \_\_\_\_\_

Backflow preventer: Mfg. \_\_\_\_\_ Model \_\_\_\_\_  
(If Provided)

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## Site Plan Requirements

From N.J.A.C. 19:4 -- Meadowlands District Zoning Regulations

1. A survey of the tract to be developed, with bearings and distances of all property lines and block and lot designations;
2. Ownership and zone of subject property;
3. Existing features of property:
  - a. Physical features, topography, watercourse(s) location and drainage.
  - b. Structures with dimensions, height, setbacks, location of exit doors and loading docks.
  - c. Streets, ROW's, easements, utility lines, sidewalks, alleys and curbs.
  - d. Land use areas not covered above, including abutting land uses and zoning designations.
  - e. All natural features including plant material over 4" caliper;
4. Proposed:
  - a. Location and building area of all structures, with dimensions, height, setbacks, finished floor elevation (NGVD), location of exit doors and loading docks.
  - b. Traffic circulation patterns (auto, truck, pedestrian), driveways, areas to be devoted to parking, ingress and egress including access streets where required, curbs and sidewalks.
  - c. Topography.
  - d. Drainage plans and drainage calculations.
  - e. Open space, buffers and landscaped areas (per Zoning Regulations and Landscape and Open Space Design Guidelines).
  - f. Lot coverage, total gross floor area and floor area ratio (F.A.R.) calculations.
  - g. Design details, including but not limited to, curbing, driveways, safety islands, pavements, sidewalks, drainage and dolly pads for loading areas.
  - h. Total architectural lighting plan, including entranceways, exits, pedestrian and parking areas, footcandle trace, pole type and height.
  - i. Utilities location and location and screening of utilitarian structures.
  - j. Building elevations (list the façade materials).
  - k. Architectural renderings of all structures.
  - l. Barrier-free design for the handicapped.
  - m. Waste (refuse) disposal location and screening;
5. Uses of all existing and proposed structures;
6. Areas claimed by the State of New Jersey as Riparian;
7. Wetlands delineation;
8. Location of existing and proposed signs, height, setback dimensions and illumination;
9. Copy of the SCS Certification letter;
10. Compliance with Environmental Performance Standards;
11. Other agency approvals obtained to date including, but not limited to:
  - a. US Army Corps of Engineers
  - b. New Jersey Department of Environmental Protection (Stream Encroachment, Waterfront Development, Air Pollution, NJPDES, ECRA, etc.)
  - c. New Jersey Department of Transportation
  - d. Bergen or Hudson County (if located on a County road)
  - e. Soil Conservation Service
  - f. Federal Aviation Administration (FAA)
  - g. New Jersey Economic Development Authority;
12. Three (3) copies of all plans, signed and sealed by a New Jersey licensed professional engineer, licensed professional planner or registered architect, must be obtained;
13. Landscape plans and plant schedules showing existing and proposed landscaping of the site and all areas to be devoted to open space. All such plans are to be sealed by a New Jersey licensed landscape architect or other qualified professional if landscaped open space area is greater than 20,000 square feet.
14. The NJSEA may request other information as may be reasonably required.