



Zoning Certificate/Occupancy Certification Application Instructions

To obtain ***Zoning Certificate*** approval, this application must be completed and signed by both the Applicant and the Property Owner and emailed to plans@njsea.com along with the following:

- PDF copy of plan(s) and any required reports, additional documentation, etc.

The application submission will be reviewed by staff for completeness upon receipt and fee information, along with instructions on how to pay same, will be emailed.

Upon receipt of payment and completion of the full review, a Zoning Certificate will be issued by mail to both the Applicant and the Town.

To obtain an ***Occupancy Certification Approval***, this application must be completed and signed by both the Applicant and the Property Owner and emailed to plans@njsea.com along with the following:

- PDF copy of a site plan.
- PDF copy of a building floor plan indicating location, square-footage, and use of tenant area(s).

The application submission will be reviewed by staff for completeness upon receipt and fee information, along with instructions on how to pay same, will be emailed.

Upon receipt of payment and completion of the full review, staff will contact you regarding inspection of the premises. The applicant will either receive a letter detailing items to be addressed or a Continued Occupancy Certification will be issued. A copy of the Continued Occupancy Certification will be forwarded to both the Applicant and the Town.

Notes to Applicant:

1. Fees are required prior to full review of submission. Checks should be made payable to NJSEA. Visa and MasterCard are accepted – a 3% convenience fee (minimum \$5) is added to all credit card payments.
2. Fees are not applicable to one, two, or three family detached residential dwellings.
3. Continued Occupancy Certification solely for residential units is not required by the NJSEA.
4. If property affects a county road or drainage structure, County site plan approval may be necessary.
5. If land disturbances greater than 5,000 sq. ft. are expected, Soil Conservation District approval is required.
6. Be advised that violations of the 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 \$5,000.00 daily, and/or other legal action
7. The utilization of **any storage containers** on a site, including but not limited to, shipping containers and “PODS” constitutes “outdoor storage,” which is **not permitted** in the District, except within the Heavy Industrial and Intermodal B zones.



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 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 (<i>more than 0.25 acres of any new impervious coverage</i>) |
| ☐ 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 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 _____

Town _____ State _____ Zip _____

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

E-mail address _____

3. 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 _____

Office 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 _____

Town _____ 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 _____

6. 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 _____

The owner’s authorization of this application is also consent to allow New Jersey Sports and Exposition Authority Staff to inspect the subject property.

Applicants and property owners, other than individuals or sole proprietorships, shall be required to complete Rider A.

Rider A

Please list below all individuals or entities that have an interest in the applicant and/or property owner.



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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 _____

Pipe data

C-Factor: Aboveground = _____ Underground = _____

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

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)

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.