



Township of Branchburg

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936

TELEPHONE: (908) 526-1300 X139 FAX: (908) 526-7479

www.branchburg.nj.us

OFFICE OF THE ZONING OFFICIAL

INSTRUCTIONS FOR FILING A ZONING PERMIT

Section 7-1.5 of the Township Ordinances requires that a Zoning Permit be issued to insure that every building or premises and the proposed use thereof, are in conformity with the provisions of the Ordinances or of a Variance or Site Plan approval. Your attention to the details in the accompanying application will expedite the review process.

- A) Refer to the attached Zoning Schedule for area and setback details. If the proposed construction does not conform – a Variance may *be required*.
- B) The following items **must** be submitted:
 - 1. Original signed application.
 - 2. Two sets of the survey/plot plan showing the size and location of all existing and proposed buildings, structures, and other facilities, drawn to scale.
Note: Critical areas, such as stream encroachment, buffer zones, easements, right-of-ways, septic tank and leaching fields, wells, etc. should be noted on survey/plot plan.
**SEPTIC TANKS AND FIELDS AND/OR WELL LOCATIONS
SHALL BE SHOWN TO SCALE ON SURVEY.**
 - 3. Two sets of construction details.
 - 4. A Copy of brochures, pamphlets, or design standards, if available.
 - 5. **A \$25.00 fee is required. (Building Department fees are NOT included)**
 - 6. New residential construction/additions may require septic and/or well permits from the Board of Health.
- C) Building permit applications, obtained from the Building Department, must be submitted with the zoning permit.
- D) When a Building Permit Application accompanies a Zoning Permit Application, the file will be forwarded to the Building Department internally. The Building Department will contact you when the Building Permits are ready.
- E) A Wastewater Discharge Application (page 4) is required for commercial applications and residential bedroom additions.

The Zoning Department has 10 business days to review the application.
Approved Zoning Permits or Letters of Denial will be mailed upon completion of review.



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ZONING PERMIT APPLICATION

Block: _____ Lot: _____ Zone: _____

Address: _____

Owner/Applicant: _____

Address: _____

Telephone number: _____ Please check if unlisted Fax: _____

Proposed construction: _____

Present use: _____

Proposed setbacks: Left: _____ Right: _____

Front _____ Rear: _____

Lot size: _____ Number of dwellings: _____ Sq. ft. of dwelling(s): _____

Number of accessory buildings: _____

Water (✓ one): Well Public Sewer (✓ one): Septic Public

Is the premise listed as an Historic structure: Yes No

If a Variance was required please complete the following:

Planning Board or Board of Adjustment approval? Yes No

If yes, Case number: _____, a copy of the signed Resolution must be submitted.

Applicant's signature: _____ Date: _____

Contractor's signature: _____ Date: _____

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Date of review: _____ Approved Denied Ordinance number: _____

Thomas Leach, Zoning Official



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OFFICE OF THE ZONING OFFICIAL

ZONING SCHEDULE

| Zone | Minimum Lot Area | Minimum Lot Frontage | Front | Side | Rear | Maximum Bldg. Height | Maximum Coverage |
|--------------|---|----------------------|-------|------|------|----------------------|------------------|
| R-3 | 130,000 | 250 Ft. | 75 | 50 | 50 | 35' / 2½ Stories | 15% |
| LD | 43,560 | 150 Ft. | 75 | 25 | 35 | 35' / 2½ Stories | N/A |
| VR | 15,000 | 75 Ft. | 35 | 10 | 15 | 35' / 2½ Stories | N/A |
| NBH | 8,000 | 50 Ft. | 15 | 10 | 10 | 35' / 2½ Stories | N/A |
| VB | 20,000 | 100 Ft. | 0 | 15 | 15 | 35' / 2½ Stories | 65% |
| MDR | See Survey | | | | | | |
| R/S 1 | 110,000 | 325 Ft. | 50 | 25 | 25 | 50' / 3½ Stories | See Note |
| R/S 2 | 60,000 | 200 Ft. | 50 | 25 | 25 | 50' / 3½ Stories | See Note |
| OL | 10 Acres | 500 Ft. | | | | 50' / 4 Stories | 50% |
| I-1 | 3 Acres | 200 Ft. | 75 | 30 | 75 | 45' / 3½ Stories | 60% |
| I-2 | 5 Acres | 350 Ft. | 75 | 25 | 50 | 50' / 3½ Stories | 65% |
| O | 5 Acres | 200 Ft. | 75 | 30 | 75 | 45' / 3½ Stories | 50% |
| RRC | See the Land Development Ordinance 3-26.3 | | | | | | |

Sheds In residential zones, sheds less than 150 sq. ft. in area may be located not closer than 5 ft. of side and rear lot lines, but not on easements, right of ways, buffer zones, etc.

Note for RS-1 & RS-2: Less than 2 stories, 40%. At least 2 stories but less than 3, 50%. At least 3 stories, 60%.

Old Town Setback

“There are no rear yard setback requirements”

Minimum Side Yard: Single Family: 10 Feet
 Duplex: 10 Feet
 Townhouse: 5 Feet



TOWNSHIP OF BRANCBURG

1077 US HIGHWAY 202 NORTH, BRANCBURG, NJ 08876-3936

TELEPHONE: (908) 526-1300 X142 FAX: (908) 526-2452 www.branchburg.nj.us

OFFICE OF THE TOWNSHIP ENGINEER

WASTEWATER DISCHARGE APPLICATION

COMMERCIAL / RESIDENTIAL PROPERTIES

Permit Type (✓ one): Annual Renewal New Connection Increase in discharge rate Other _____

Property Owner Name: _____

Property Address: _____ Block: _____ Lot: _____

Contact name: _____ Title: _____

Telephone number: _____ Fax number: _____ Email: _____

Description of proposed and/or current use: (i.e. 10,000 sf office space and 15 warehouse employees, no showers.) see sheet 2 for applicable descriptions: _____

Total GPD per calculation sheet (Sum of Individual total GPD per Tenant, number 27.) _____

I certify that I am the Owner, Corporate Officer or General Partner of the property which is the subject of this application, that the foregoing statements and the materials submitted are true, and I agree to abide by the Township Sanitary Sewer Regulations as stipulated in Chapter X of the Township General Ordinances.

PLEASE SIGN AND RETURN THE APPLICATION WITH THE CALCULATION SHEET NO. 2

Owner's name (print): _____ Title: _____

Signature: _____ Date: _____

Please note:

1. All applications for new connections must be accompanied by detailed plans and specifications of the connection.
2. Any work proposed within any Township easement or right of way requires a Permit to Open Public Ground from the Township Engineering Department.
3. All applications for non-residential discharges involving other than typical domestic sewage must be accompanied by a complete schedule of all process waters and industrial wastes produced or expected to be produced at the property, including a description of the character of each waste, the daily volume and the maximum rates of discharge and representative analysis.
4. All applications from corporations or partnerships must be signed by a corporate officer/general partner.

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| | | | | | | |
|------------------------|------------------------------|--|--------------------------------|----------------------------|-------------|---|
| Engineering Department | Township Official _____ | Date _____ | GPD (annual charge) _____ | GPD (connection fee) _____ | EDU's _____ | Connection Fee _____ |
| Comments: _____ | | | | | | |
| Tax Collector | Receipt from SRVSA __Y__W | Receipt of Municipal Connection Fee __Y | Tax Collector _____ Date _____ | | | |
| | | | | | | C: Tax Collector Land Use/Zoning Code Enforcement |



TOWNSHIP OF BRANCHBURG
 OFFICE OF THE TOWNSHIP ENGINEER
 Wastewater Discharge Application Calculation Sheet No. 2

CALCULATION SHEET No. 2.

Procedures for Calculating Average Daily Discharge in Gallons Per Day (GPD)

- All discharge rates shall be calculated based upon the latest revision of N.J.A.C. 7:14A-23.3. Applicable sections as revised to 4/2/12 are repeated here for the applicants benefit.
- Flow for facilities that have combined uses shall be determined by the summation of all appropriate projected flow values for each use.
- The Township recognizes that the table below may not cover all establishments and facilities, and in particular facilities that require an industrial treatment works approval. In the event that a facility is not covered, the applicant shall propose the projected flow based upon operation of similar facilities or best professional judgment. The Township reserves the right to accept, modify or deny the proposed flow value.

| Type of Establishment | Measurement Unit | (1) Gallons Per Day | (2) Number of Units, SF, Employee, etc. | Total Column 1 x Column 2 |
|---|--------------------|---------------------|---|---------------------------|
| Residential Dwellings (single family home, duplex units, townhouses, condominiums, apartments) | | | | |
| 1 bedroom unit | Per Dwelling | 150 | | |
| 2-bedroom unit | Per Dwelling | 225 | | |
| 3-bedroom unit or larger | Per Dwelling | 300 | | |
| Transit dwelling units | | | | |
| Hotels | Bedroom | 75 | | |
| Lodging houses and tourist homes | | | | |
| Hotels and tourist cabins | Bedroom | 60 | | |
| Boarding houses (max. permitted occupancy) | Bedroom | 50 | | |
| Camps | | | | |
| Campground/mobile rec. vehicle/tent | Site | 100 | | |
| Parked mobile trailer site | Site | 200 | | |
| Children's camps | Bed | 50 | | |
| Labor camps | Bed | 40 | | |
| Day camps -no meals | Person | 15 | | |
| Restaurants (including washrooms and turnover) | | | | |
| Average restaurant | Seat | 35 | | |
| Bar/cocktail lounges | Seat | 20 | | |
| Fast food restaurant | Seat | 15 | | |
| 24 hour service restaurant | Seat | 50 | | |
| Curb service/drive-in restaurant | Car space | 50 | | |
| Clubs | | | | |
| Residential | Member | 75 | | |
| Nom residential | Member | 35 | | |
| Racquet club | (per court per hr) | 80 | | |
| Bathroom with shower | Person | 25 | | |
| Bathroom without shower | Person | 10 | | |
| Institutions (includes staff) | | | | |
| Hospitals | Bed | 175 | | |
| Other institutions | Bed | 125 | | |

| Type of Establishment | Measurement Unit | (1) Gallons Per Day | (2) Number of Units, SF, Employee, etc. | Total Column 1 x Column 2 |
|---|----------------------|---------------------|---|---------------------------|
| Schools (includes staff) | | | | |
| No shower or cafeteria | Student | 10 | | |
| With cafeteria | Student | 15 | | |
| With cafeteria and showers | Student | 20 | | |
| With cafeteria, showers and labs | Student | 25 | | |
| Boarding | Student | 75 | | |
| Automobile service stations | Per filling position | 125 | | |
| Service bays | Per bay | 50 | | |
| Mini-market | Sq. Ft. | 0.100 | | |
| Miscellaneous | | | | |
| Office buildings (gross area) | Sq. Ft. | 0.100 | | |
| Factories/warehouses (add process wastewater) | Employee | 25 | | |
| with showers (add process wastewater) | Employee | 40 | | |
| Laundromats | Per machine | 580 | | |
| Bowling alleys | Alley | 200 | | |
| Picnic Parks (restrooms only) | Person | 10 | | |
| Picnic Parks with showers | Person | 15 | | |
| Fairgrounds (based upon average attendance) | Person | 5 | | |
| Assembly halls | Seat | 3 | | |
| Airports (based on passenger use) | Passenger | 3 | | |
| Churches (worship area only) | | | | |
| Theater (indoor) | Seat | 3 | | |
| Diner theater | Seat | 20 | | |
| Catering/banquet hall | Person | 20 | | |
| Sports stadium | Seat | 3 | | |
| Visitor Center | Visitor | 5 | | |
| Total | | | | |