Township of Branchburg

1077 US Highway 202 North, Branchburg, NJ 08876-3936
Telephone: (908) 526-1300 x139 Fax: (908) 526-2452 www.branchburg.nj.us
Office of the Zoning Officer

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 *will 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, rights-of-way, septic tank and leaching fields, wells, etc. shall be noted on survey/plot plan.

   SEPTIC TANKS AND FIELD AND/OR WELL LOCATIONS MUST BE SHOWN TO SCALE ON THE 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. Land Disturbance Permit Application (if needed)

C) Building permit applications must be obtained from the Building Department and submitted with the zoning application.

D) When a Building Permit Application accompanies a Zoning Permit Application, the file will be forwarded to the Building Department internally. You will then be notified when the Building Permits are ready.

E) A Wastewater Discharge Application (page 4) is required for commercial all applications and residential applications for 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.

Revised July 2026

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Zoning Permit Application

Block: _____ Lot: _____ Zone: _____

Address: _____

Owner/Applicant: _____

Address: _____

Email: _____

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.

Land Disturbance Permit Application Attached ☐ Yes ☐ No, *list exemption _____

***Exemptions Not limited to: Generators, Deck Replacements, Sheds (less than 150 sq ft)**

Applicant's signature: _____ Date:

Contractor's signature: _____ Date: _____

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Date of review: _____ ☐ Approved ☐ Denied Ordinance number: _____

_____

Thomas Leach, Zoning Officer

Revised July 2026

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LAND DISTURBANCE PERMIT APPLICATION

A. Applicant Information

Owner Name(s): _____

Company/Organization (if applicable): _____

Property Address: _____ Telephone Number: _____

City/State/Zip: _____ Email Address: _____

Block: _____ Lot: _____

Provide a detailed description of the proposed land disturbance activities (e.g., grading, excavation, clearing, filling):

_____

_____

_____

B. Soil Erosion and Sediment Control Requirements

The Somerset Union Soil Conservation District administers soil erosion and sediment control for Branchburg Township. If your project requires the disturbance of 5,000 sf or more of land disturbance, a permit from the District is required. For more information go to: Soil Conservation District | Somerset County

Area of land disturbance: _____sf Permit attached: Yes / No / Not Applicable

Note: Township may require additional soil control measures as permitted under LDO 9-2.

C. Soil Import or Export Policy Requirements

If your project requires the importing or exporting of fill material, the Township of Branchburg has Policy Requirements for this work (LDO 9-1). The policy may be found on the township website : https://ecode360.com/36041783

Estimated volume of import/export fill material: _____CY Import/Export None: _____

Location of where the material is being imported/exported : _____

Source/Recipient Owner Name : _____

Source/Recipient Property Address : _____

Source/Recipient Phone Number_____ Email : _____

Recipient Township Engineer : _____

D. Plot Plan Requirements

Provide a Plot Plan of the property with the proposed improvements (LDO 7-1.3B). The Plot Plan shall be based on a survey showing the existing site improvements with the proposed improvements along with all flood plain information, streams, body of water, wetlands, easements, wells, septic system, etc.

Date of Plot Plan: _____ Name of Preparer: _____

Note: Any Work proposed within any easement shall be disclosed and may require a Permit to Open Public Grounds.

The permit may be found on the Township website: https://www.branchburg.nj.us/documents/index.php

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E. Township Stormwater Management Requirements

As part of the State's stormwater management regulations; the state requires the municipality to enforce these regulations through our local ordinances. Specifically, LDO 12-2 provides the guidelines of this regulation. Listed in the ordinance, you will find the definitions of ; Disturbance (altering the existing ground), Regulated Motor Vehicle Surface (anything a vehicle drives on), and Major Development.

1) Stormwater Management Plan Determination:

Criteria	*Proposed Area Sq Ft./Acre(s)*	*Major Development if:*
A. Area of Disturbance		Greater than 1 acre: **Y / N** 43,560 sf = 1 Acre
B. Area of Regulated Motor Vehicle Surface		Greater than ¼ acre: **Y / N** 10,890 sf = ¼ Acre

2) If you answer "yes" to any criteria in number 1 above, your development is a Major Development: **Y / N**

3) If Major, provide SWM Design (LDO 12-2.3)
   a. Date of Plan: _____

4) Professional Engineer Contact Information
   - Company/Organization (if applicable): _____
   - Mailing Address: _____
   - City/State/ZIP: _____
   - Phone: _____ Email: _____

F. For Township Office Use

Engineer's Approval: _____ _____
(Township Engineer) (Date)

Engineer's Comment:

_____

_____

Township of Branchburg

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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

Revised July 2026

TOWNSHIP OF BRANCHBURG
1077 US HIGHWAY 202 NORTH, BRANCHBURG, 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.

For Office Use Only

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 _____

Original: Tax Collector
C: Eng/Land Use
C: Code Enforcement

CALCULATION SHEET NO. 2.

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

1. 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.
2. Flow for facilities that have combined uses shall be determined by the summation of all appropriate projected flow values for each use.
3. 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				
Motels and tourist cabins	Bedroom	60		
Boarding houses (max. permitted occupancy)	Border	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		
Nonresidential	Member	35		
Racquet club	(per court per hr)	80		
Bathhouse with shower	Person	25		
Bathhouse 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)	Seat	3		
Theater (indoor)	Seat	3		
Diner theater	Seat	20		
Catering/banquet hall	Person	20		
Sports stadium	Seat	3		
Visitor Center	Visitor	5		
			Total	