

Borough of Butler

PLANNING BOARD APPLICATION & INFORMATION PACKET

Enclosed is the Checklist to be used with applications for:

Minor Site Plan

Minor Subdivision

Preliminary Site Plan

**Preliminary Major
Subdivision**

Final Site Plan

Final Major Subdivision

Appeal

Variance



Enclosed is an application packet for all applications made to the Borough of Butler Planning Board (except Cannabis). You will find a *Planning Board Instruction Sheet*. Please follow the instructions carefully so that your application may proceed without delay. Also is a *Notice Requirements for Hearing* and the required forms to be sent to your neighbors and the legal newspaper. Do NOT send them out until you have been given a date by the Planning Board Secretary. A *Request for Certified List Property Owners* is also enclosed. If you have any questions please call William Budesheim, Planning Board Secretary, at Extension 224 or email at zoning@butlerborough.com. Thank you.

**Borough of Butler Planning
Board**

One Ace Road
Butler, New Jersey 07405

Phone: 973-838-7200

Fax: 973-838-3762

Borough of Butler

Planning Board

APPLICATION

APPLICATION No.

APPLICANT HEREBY APPLIES

SUBDIVISION	SITE PLAN	Conditional Use _____
Minor _____	Minor _____	Appeal Decision of Zoning Officer _____
Major _____	Major _____	Use Variance _____
Preliminary _____	Preliminary _____	Dimensional Variance(s) _____
Final _____	Final _____	Request for Interpretation _____
	Amended _____	

1. Location of Property

Street Address: _____ Block: _____ Lot: _____ Zone: _____

2. Applicant

Name: _____ Telephone: _____

Address: _____ Fax: _____

Cell Phone: _____ E-mail: _____

Relationship to Property Owner: _____

3. Property Owner (if different from Applicant)

Name: _____ Telephone: _____

Address: _____ Fax: _____

4. If application is a Corporation, give the names and addresses of owners of 10% or more of stock. If a partnership, give names and addresses of partners.

5. Attorney

Name: _____ Telephone: _____

Address: _____ Fax: _____

Email: _____

6. Applicant requests approval for:
- ___ Construction of _____
- ___ Alteration to _____
- ___ Conversion from _____ to _____
- ___ Use as _____

7. Existing and/or Proposed Building Data:
- A. Area of Lot _____
- B. Outside ground level dimensions _____ by _____
- C. Percentage of lot coverage _____
- D. Number of stories _____ Height _____
- E. Gross square feet of all stories _____
- F. Principal Building Setbacks: Front _____ Rear _____ Side _____ Side _____
- G. Accessory Building Setbacks: Front _____ Rear _____ Side _____ Side _____

8. Site Data:
- A. Present Use of Property _____
- B. Size of Lot _____
- C. Proposed size of Lot(s), if subdivision involved _____

9. Has the Zoning Officer examined this application and refused to issue the appropriate permit? _____
If yes, attach copy of Letter of Denial.

10. Is this property, which is the subject of this application, presently involved in any court proceedings or an appeal of a previous application? _____ If yes, indicate on a separate rider the nature of the court proceedings, the court before which they are pending, and the relief requested.

11. Are variances requested? _____ How many? _____

12. Section(s) of Ordinance which proposed use violates and a description of violation:

13. Set forth in detail why the strict enforcement of the provisions of the Zoning Ordinance or the Municipal Land Use Law would result in practical difficulties or unnecessary hardship:

14. Set forth all other matters relevant to this application which you feel the Board should consider in rendering this decision:

15. Describe proposed operation, products and/or machinery: _____

16. Municipal Water: _____ Private Well: _____ Municipal Sewer: _____ Private Septic: _____

17. Licensed Engineer or Architect **must** prepare Site Plan and/or Subdivision Maps:

Name: _____ Address: _____

Question Numbers 18 through 21 to be filled out SUBDIVISION applications only

18. Number of lots proposed _____ Area of entire tract _____

19. Development plans: Sell lot(s) _____ Construct house(s) for sale _____ Other _____

20. Deed restrictions that apply or are contemplated _____

This section is for CONDITIONAL USE applications only

21. Describe proposed use: _____

22. List reasons for granting approval: _____

This section is only for properties located in a FLOOD PLAIN

- 23. Property located in a floodway? _____ In a flood fringe? _____
- 24. Is proposed use permitted? _____ Restricted? _____ Prohibited? _____
- 25. Has NJ DEP approval been sought? _____ Date: _____

TAX INFORMATION

- 26. All taxes, sewer user fees, water and electric fees on the property have been paid through the _____ quarter of 20____. (Certification by the Butler Tax Collected required.)
- 27. **I hereby certify that all of the facts contained in this application are true to the best of my knowledge or belief. I realize that I may be subject to prosecution if any information contained herein is willfully or deliberately false.**

Applicant's signature: _____ Date: _____

Owner's signature: _____ Date: _____

Do not write below this line. For Borough use only.

Classified: **Major:** _____ **Minor:** _____ **Not Classified:** _____

Reports received:

Health Officer: _____	Police: _____
Borough Engineer: _____	Fire: _____
Borough Planner: _____	Water: _____
Zoning Officer: _____	Electric: _____
County Planning Board: _____	

Dates of Public Hearings: _____

Action of Morris County Planning Board: Approved: _____ Denied: _____

Reasons or comments: _____

Planning Board Chairman Date

Planning Board Secretary Date

Stamped Approved as:

Major: _____ **Minor:** _____ **Major Final:** _____ **Stamped Disapproved:** _____

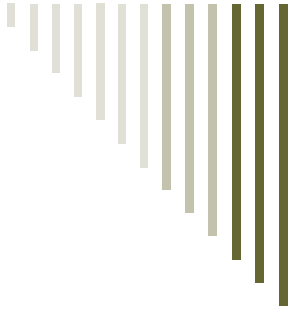
Site Inspection Authorization

I, _____, the undersigned property owner or lessee, do hereby authorize Butler Officials to inspect the property owned/leased by me at _____ in connection with my application to the Planning Board.

Name (Please Print)

Signature

Date



Request for Certified List Property Owners

Please Print

Date _____

Property Owners _____

Property Address _____

Mailing Address _____

Phone # _____

Fax # _____

I/we hereby request a Certified List of property owners within 200 feet of

BLOCK _____ LOT _____

on the Official Tax Map of the Borough of Butler.

Signed _____

Signed _____

Planning Board Instruction Sheet

Whenever a hearing is required on an application for development for any matter coming before the Board the applicant will notice the owners of all property within 200 feet in all directions of the property which is the subject of that hearing. The tax assessor of the municipality within seven (7) days after receipt of a request and a fee of \$10.00 (payable to Borough of Butler) will prepare a certified list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice. Please provide name and telephone number so we can contact you when the list is complete. Notice will be given:

- A. Serving a copy of the owners as shown on the certified tax list or his agent in charge of the property.
- B. Mailing a copy by certified mail to the property owner at his address as shown on the certified tax list.
- C. All notices will be given at least ten (10) days prior to the date of the hearing of the application and the applicant must provide certified receipts of such mailing or sworn affidavit that notices were hand delivered.
- D. Notice will be given by publication in ONE of the official newspapers of the municipality at least ten (10) days prior to the date of the hearing; proof of publication must also be provided.
- E. The Borough of Butler official newspapers are as follows:

Suburban Trends	Herald News	Star Ledger	Bergen Record	Daily Record
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- F. In the event the applicant does not have the Newspaper Affidavit at the time of the hearing, the applicant may proceed, if the applicant produces a complete newspaper from a date at least ten (10) days prior to the hearing, containing the advertisement.
- G. The Resolution will not be released until the Affidavit of the newspaper is produced. Once the Affidavit is produced, the Board will dispose of the newspaper supplied.
- H. Public notification is not required for a minor site plan or a minor subdivision unless a variance is required.
- I. An Attorney must represent any corporation who submits an application to the Planning Board.
- J. ***You must provide to the Board Secretary at the time of filing:***

<ul style="list-style-type: none"> 4 copies of the completed application 4 copies of all prints and maps 4 copies of all other documents 4 copies of the checklist completed by the applicant 1 copy of the federal W-9 Form (ONLY 1) 	<p style="text-align: center;"><i>Once deemed complete you must provide:</i></p> <ul style="list-style-type: none"> 12 additional copies of application, prints, maps and all other documents (do <u>not</u> include W-9 form or checklist). If revisions were required, 15 copies of all updated documents
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- K. **A check for \$1,000 payable to Butler Borough, which will be credited towards your escrow requirements, must accompany this application.**
- L. **The applicant must submit all applications, prints, maps, documents, etc. in digital format on CD, Flash Drive, or Email Attachments. All updates must also be submitted digitally.**
- M. The applicant is responsible for submitting their application as individual packets. We will NOT assemble your application.

Any application for development shall be filed with the Board Secretary and you will be notified of the required fees. All data and information listed in the checklist for completeness of an application shall be provided. Any maps and documents for which approval is being sought at a hearing shall be on file and available for public inspection at least ten (10) days prior to the date of the hearing.

Land Use Application Instructions

- I. The following checklist is designed to assist applicants in preparing applications for Board review. All items listed below, in addition to those required by Ordinance, must be supplied or the application will be deemed **incomplete**.
 - ◆ Legend as to what the building will be used for and proposed maximum occupancy.
 - ◆ Percentage of landscaping in interior parking area.
 - ◆ Show existing and proposed sign area, indicating square footage. Show the height of the building. Show areas of front façade in square feet. Indicate construction materials and colors.
 - ◆ Parking area, showing spaces, clearly outlining parking for all physically handicapped, where applicable.
 - ◆ Type of surface paving and curbing.
 - ◆ Storm drainage facilities and means of disposal of storm water.
 - ◆ Driveways showing vehicular circulation, indicating directional arrows to be painted on pavement, sight distances and sight triangles, and description of lighting in connection with parking.
 - ◆ Limits of grading for proposed improvements and descriptions of scheduling of soil erosion and sediment control facilities.
 - ◆ Minimum setback lines.
 - ◆ Landscaping, fences, walls or similar to be provided.
 - ◆ Limits of Flood Hazard, Flood Way and Wetlands Limits.
 - ◆ Percentage of disturbed land area, improved lot coverage as proposed and as permitted by Ordinance.
 - ◆ Location of all structures within 200 feet of the property line.
 - ◆ A statement as to the amount of soil to be removed, stated in square feet of disturbed area and cubic yards, for determination as to whether a Borough of Butler Soil Removal Permit is required. Applicant should specify reasons for the variance request.
- II. The Planning Department reviews the application and notifies the applicant that the application is complete or incomplete within 45 days. The applicant will be advised of any revisions or additions necessary to insure completeness within 45 days.
- III. If a variance is involved in the Site Plan Application, the applicant should specify reasons for the variance request.
- IV. The Municipal Agent decides upon completeness of the application and sets a date for public hearing. The application fees and escrow funds must be submitted prior to completeness.

Planning Board
Legal Notice to Newspaper

PLEASE TAKE NOTICE an appeal has been made to the Planning Board/Board of Adjustment to permit *(state request you are seeking from the Board)*:

For property known as: Block _____ Lot _____

Located at: _____ In the
_____ Zone (street address)

This notice is given pursuant to the provisions of R.S. 40:55D-12 and by order of the Planning Board

In addition, the applicant will request such variances, waivers, permits and approval or licenses that the applicant has deemed necessary or appropriate.

A hearing on said application has been set by the Planning Board on _____ in the Municipal Building, One Ace Road, Butler, New Jersey at 7:30 PM in the evening, you may appear in person or be represented by an attorney.

The maps, plans, plats and application for which approval is being sought are on file with the Board Secretary and are available for inspection at the Municipal Building during normal business hours.

Applicant

Date

BOROUGH OF BUTLER
Notice to be Served on Owners of Affected Property

PLEASE TAKE NOTICE an appeal has been made to the Planning Board/Board of Adjustment to permit *(state request you are seeking from the Board)*:

For property known as: Block _____ Lot _____

Located at: _____ In the _____ Zone
(street address)

In addition, the applicant will request such variances, waivers, permits and approval or licenses that the applicant has deemed necessary or appropriate.

This application is now on the calendar for the Planning Board/Board of Adjustment and a public hearing has been set for _____ at the Borough Municipal Building, One Ace Road, Butler, New Jersey at 7:30 pm in the evening prevailing time. When the case is called, you may appear either in person or by an attorney to present any evidence that you may have regarding this application. The matter will be heard on the above date or any adjourned date designated by the Board at the public meeting with no additional notice.

The maps, plans, plats and application for which approval is being sought are on file with the Board Secretary and are available for inspection at the Municipal Building during normal business hours.

This applicant sends this notice to you by order of the Planning Board/Board of Adjustment pursuant to N.J.S.A. 40:44D-12.

Applicant

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.			
	2 Business name/disregarded entity name, if different from above			
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation		<input type="checkbox"/> S Corporation
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____	<input type="checkbox"/> Partnership		
	<input type="checkbox"/> Trust/estate			
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.			
<input type="checkbox"/> Other (see instructions) ▶ _____				
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)		
6 City, state, and ZIP code				
7 List account number(s) here (optional)				

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Borough of Butler
Land Use Ordinance Section 143-49B
Checklist for Determining Completeness of Application for Development

Name of Applicant _____

Application No. _____ Block _____ Lot(s) _____ Date Filed _____

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim. Site Plan	Prelim. Major Subdiv	Final Site Plan	Final Major Subdiv	
1. Completed application form (15) copies	X	X	X	X	X	X	
2. Filing Fee (See Article VI)	X	X	X	X	X	X	
3. Fifteen (15) black or blue on white prints of all maps	X	X	X	X	X	X	
4. Fifteen (15) copies of all other documents.	X	X	X	X	X	X	
5. One (1) copy of this checklist completed by the applicant	X	X	X	X	X	X	
6. Completed County Planning Board application form (in triplicate) and County filing fee if the County Planning Board approval is required	X	X	X	X	X	X	
7. All maps signed and sealed by appropriate New Jersey Licensed or registered professional person.	X	X	X	X	X	X	
8. All maps signed and sealed by New Jersey licensed Land Surveyor						X	
9. Certified list of property owners and block and lot number of properties located within 200' of the tract boundary	X		X				
10. Name of tract or development	X	X	X	X	X	X	
11. Tax map sheet, with date of revision, block and lot numbers	X	X	X	X	X		
12. Tax map sheet, date prepared and date(s) of revisions, block and lot numbers as assigned by Tax Assessor						X	
13. Certification that applicant is owner or his authorized agent or his authorized agent or that owner has given consent to file under an option agreement	X	X	X	X	X	X	
14. Plat scale not less than 1" = 50' nor more than 1" = 10'	X		X	X	X	X	
15. Plat scale not less than 1" = 30' nor more than 1" = 10'		X					
16. Plan and profile maps to have scales of 1" = 50' horizontal and 1" = 5' vertical				X			
17. Graphic scale	X	X	X	X	X	X	
18. Reference meridian	X	X	X	X	X	X	
19. Signature block for Board Chairman, Secretary and Board Engineer	X	X	X	X	X	X	
20. Maximum sheet size: 24" x 36"	X	X	X	X	X	X	
21. Name, address and license number of person preparing plan	X	X	X	X	X	X	
22. Name and address of record owner	X	X	X	X	X	X	
23. Name and address of applicant if other than owner	X	X	X	X	X	X	
24. Key map (scale: not less than 1" = 400') showing entire tract and its relation to surrounding area, including locations and names of principal roads.	X	X	X	X	X		

Borough of Butler
Land Use Ordinance Section 143-49B
Checklist for Determining Completeness of Application for Development

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim. Site Plan	Prelim. Major Subdiv	Final Site Plan	Final Major Subdiv	
25. Existing property lines and other site lines, with bearings and distances	X	X	X	X	X	X	
26. Tract boundary line with bearings and distances		X		X			
27. Zone district(s) and identification of zone boundaries located on or adjoining property	X	X	X	X	X	X	
28. Area of the lot in square feet and acres	X	X	X	X	X	X	
29. Total area of each lot in square feet and the area of each lot located within the maximum depth of measurement		X		X			
30. Names of owners of adjoining properties						X	
31. Front, rear and side building setback lines as required by the zoning regulations	X		X		X	X	
32. All structures located within 100 feet of the tract	X		X	X	X		
33. All existing and proposed structures on the tract with setback distances	X	X	X	X	X	X	
34. Right-of-way lines, widths and the names of all existing streets adjoining the property	X		X		X	X	
35. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same	X	X	X	X	X	X	
36. Table indicating all requirements applicable to the zone in accordance with the Schedule D of Zoning Regulations with proposed dimensions, areas, setbacks etc. indicating variances requested		X		X			
37. Location and widths of all other existing and proposed rights-of-way and easements including sight triangle easements defined by metes and bounds, the purpose of any easement and the text of any restrictions applicable to same						X	
38. Right-of-way lines, widths, and names of all existing streets on and within 100 feet of the property		X		X			
39. Location on and within 100 feet of the property of existing and proposed: a. watercourses and other drainage courses b. bridges c. culverts, and/or storm drains with sizes and gradients d. wooded areas e. rock outcroppings	X	X	X	X	X		
40. Existing wells and septic systems		X		X			
41. Certification from the Tax Collector that all taxes and assessments for local improvements on the property have been paid through the most recent installment date	X	X	X	X	X	X	
42. Existing and proposed contours at minimum 2 feet intervals when new buildings or parking areas are proposed. Contours shall extend at least 50 feet beyond the property	X		X		X		
43. Elevations at corners of all proposed buildings and paved areas and at property corners	X		X		X		
44. All flood hazard areas, lakes, ponds, marshes, bogs, swamps and streams	X		X	X	X		
45. Freshwater wetlands including transition areas delineation or an affidavit by a qualified person stating that no wetlands on the property exist.	X	X	X	X	X		
46. All zoning requirements in accordance with the schedule referred to in 143-118 and the relationship of the proposed site plan to those requirements. Calculation of existing and proposed building and impervious coverage on the lot shall be included	X		X		X		

Borough of Butler
Land Use Ordinance Section 143-49B
Checklist for Determining Completeness of Application for Development

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim. Site Plan	Prelim. Major Subdiv	Final Site Plan	Final Major Subdiv	
47. If wetlands or transition areas are located on the property, the applicant shall submit one of the following: a. A Freshwater Wetlands Permit from D.E.P. b. A Letter of Exemption from D.E.P. c. A Letter of Interpretation from D.E.P.	X	X	X	X	X		
48. Copies of any existing or proposed protective or restrictive covenants and deed restrictions	X	X	X		X		
49. A Soil and Sediment Control Plan	X		X	X	X		
50. Location and area described in bearings and distances and purpose of any open space to be dedicated to public use		X		X		X	
51. Environmental Impact Statement				X			
52. Soil data per Morris County Soil Survey (USDA, SCS) as follows: a. Map showing each soil type and soil symbol b. Maps, charts and tables reflecting interpretations of soil types including seasonable water table within 3 ½ feet of the surface and bedrock within 3 ½ feet of the surface			X	X			
53. Parking and loading spaces, with dimensions; width of traffic aisles and direction of traffic flow	X		X		X		
54. Specifications & construction detail sheet of existing and proposed paving & curbing	X		X		X		
55. Tentative/Final building floor plans. Scale: not less than 1/8 inch = 1 foot	X		X		X		
56. Front, rear and side building elevation drawings showing building materials. Scale: not less than 1/8 inch = 1 foot	X		X		X		
57. Three-dimensional artist's rendering of proposed building			X				
58. Utility systems showing connections to existing and proposed systems including, but not limited to: a. Plans and profiles of storm drainage facilities (ditches, pipes, detention facilities, etc.) showing materials, sizes, elevations and the like b. Drainage area map and drainage calculations c. Plans and profiles of existing and proposed sanitary sewers and appurtenant facilities d. Existing and proposed water mains, showing sizes and materials e. Location of any proposed individual sewage disposal system along with percolation test results approved by the Board of Health f. Existing electric and natural gas lines and proposed connections thereto g. Location of existing and proposed water wells h. Letters of intent to serve the property from utilities (gas, electric, telephone, etc.)	X		X	X	X		
59. Location and description of all existing and proposed fuel and liquid storage facilities; and all solid waste storage facilities	X		X		X		
60. A listing of all products sold, manufactured and used in connection with any industrial operation including any and all chemicals and fluids used along with a description of the methods of storing and disposing of said chemicals and fluids	X		X		X		
61. An affidavit by the applicant for any industrial use acknowledging his understanding of the performance standards in 143-149 and his agreement to conform to same at all time	X		X		X		
62. Location of existing and/or proposed fences, walls and sidewalks	X		X		X		

Borough of Butler
Land Use Ordinance Section 143-49B
Checklist for Determining Completeness of Application for Development

Please indicate in the LAST COLUMN if the required information is Complete, Incomplete, Not Applicable or Waiver Requested	Minor Site Plan	Minor Subdiv	Prelim. Site Plan	Prelim. Major Subdiv	Final Site Plan	Final Major Subdiv	
64. As-built plan of landscaping showing treatment of all unpaved areas and buffers including plant species, sizes and members					X		
65. In multi-family residential developments containing 25 or more units and in non-residential developments utilizing 1,000 square feet or more of land area the location and description of provisions for the recycling of recyclable materials in accordance with the municipal recycling ordinance. The plan shall be accompanied by a description of: a. The size, shape, materials of construction of the recycling area b. Name and address of the Collector of recycled materials c. If recycled materials will be transferred to the Borough's recycling center or taken to some other location d. Frequency of collection	X		X		X		
66. Present status and contemplated use of all existing and proposed buildings	X		X		X		
67. Size, location and details of existing and proposed signs	X		X		X		
68. Location, nature of construction, height and area and direction of illumination measured in footcandles of existing and proposed lighting	X		X		X		
69. Dedications for public parks, playgrounds or other public uses	X		X		X		
70. Location and use of all property reserved by covenant in the deed for the common use of all property owners	X		X		X		
71. Topography: Existing and proposed 2 foot contours including high and low points on the property				X			
72. The following items should be indicated on the preliminary plat: a. Street signs b. Curbs and cutters c. Sidewalks d. Monuments e. Dry Sewer Systems f. Storm drains g. Street lights and lighting plan h. Shade trees i. Fire Alarm box, fire hydrants j. Water mains				X			
73. Profile of existing and future continuing street within 200 feet of subdivision				X			
74. Central angles of arcs and curves along street lines				X			
75. Percolation test results if individual sewage disposal systems are proposed				X			
76. Plans; Cross sections, centerline profiles and grades of all proposed streets. Minimum scale: 1 inch = 50 feet horizontal and 1 inch = 5 feet vertical				X			
77. Site grading plan showing existing and proposed contours, spot elevations, first floor elevations, garage floor elevations, driveway grades, house corner elevations, etc.				X			
78. Plan for storm water management including all details required in 143-101B				X			
79. For all property lines, accurate distances, bearings, radii, arc lengths and central angles of all curve						X	
80. Location and description of all monuments						X	

Borough of Butler
Land Use Ordinance Section 143-49B
Checklist for Determining Completeness of Application for Development
VARIANCE:APPEAL

Name of Applicant _____

Application No. _____ Block _____ Lot(s) _____ Date Filed _____

Please indicate in the LAST COLUMN if the required information is Complete , Incomplete , Not Applicable or Waiver Requested	
1. Completed application form (15) copies	
2. Filing Fee (See Article VI)	
3. Fifteen (15) black or blue on white prints of all maps	
4. Fifteen (15) copies of all other documents.	
5. One (1) copy of this checklist completed by the applicant	
6. All maps signed and sealed by appropriate New Jersey Licensed or registered professional person.	
7. Certification that applicant is owner or his authorized agent or his authorized agent or that owner has given consent to file under an option agreement	
8. A proposed form of notice to be published in the newspaper and to adjoining land owners in accordance with N.J.S.A. 40:55D-12. The notice shall state the lot and block numbers of the property, the specific use or uses proposed, the variances being sought so far as known, together with the numbers of the ordinances from which the variances are sought, stating the time and place of hearing and the date after which the application may be inspected and other approvals sought (e.g. site plan, conditional use, subdivision, appeals, interpretations, etc.	
9. List of names, address, lot and block numbers as appearing on the official tax records of the Borough of Butler, of owners of property within 200' of the subject premises and municipal, county and State agencies upon whom notice must be served in the manner provided by law (3 copies).	
10. If application is an appeal from a decision of the construction official or zoning officer, date of decision or order appealed from.	
11. If there has been a previous application involving the premises in question, the date of filing, the nature of the request and the disposition made.	
12. Unless an application for subdivision or site plan is concurrently filed with the variance or appeal application, a concept plan shall be submitted and shall show, where applicable to the relief being sought, the following information: a. Key map (scale: not less than 1 inch = 400 feet) showing entire tract and its relation to surrounding area including locations and names of principal roads. b. Tract boundary line c. Existing and proposed property lines and other site lines. d. Zone district(s) and identification of zone boundaries located on or adjoining the property. e. Total area of the tract in square feet and acres. f. Total area of each lot in square feet and the area of each lot located within the maximum depth of measurement. g. Table indicating all requirements applicable to the zone in accordance with the Schedule D of Zoning Regulations with proposed dimensions, areas, setback, etc. indicating variances requested. h. All existing and proposed lot numbers i. Front, rear and side building setback lines as required by the zoning regulations. j. All structures located on adjacent property k. All structures located on the tract with setback distances. l. Right-of-way lines, widths, and names of all existing streets on and within 100 feet of the property. m. Location and widths of all other existing and proposed rights-of-way and easements, the purpose of any easement and the text of any restrictions applicable to same	

