

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



Enclosed is an application packet for all applications made to the Borough of Butler Planning Board. 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 Karen Becker, Planning Board Secretary at Extension 219. 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: _____

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 SUBDIVION 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

§ 143-32. NOTICE REQUIREMENTS FOR HEARING.

Whenever a hearing is required on an application for development pursuant to N.J.S.A. 40:55D-1 et seq., or as to any matter coming before the Zoning Board of Adjustment, the applicant shall give notice thereof, as indicated below; however, applications for minor subdivision approval, exemption or minor site plan approval, and final subdivision and site plan approval, shall not be required to provide notice unless the other relief which is requested would require public notice.

- A. Public notice shall be given by publication in the official newspaper of the municipality at least ten days prior to the date of the hearing.

- B. Notice shall be given to the owners of all real property located in this State as shown on the current tax duplicate or duplicates within 200 feet in all directions of the property which is the subject of such hearing, and whether located within or without the municipality. Such notice shall be given by:
 - (1) Serving a copy thereof on the owner, as shown on the said current tax duplicates, or his agent in charge of the property, or
 - (2) Mailing a copy thereof, by certified mail to the property owner at his address, as shown on the current tax duplicate or duplicates.

The above requirements shall be deemed satisfied where condominiums or horizontal property regimes are within 200 feet of applicant's property, by making service in the following manner:

- (a) If the applicant's property abuts a condominium and the owner of any unit is within 200 feet of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
 - (b) If the applicant's property abuts a horizontal property regime and an apartment of the co-owner is within 200 feet of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
 - (c) If the applicant is the owner of a condominium unit or co-owner of an apartment, notice shall be given to all other units owners or apartment co-owners within 200 feet of the unit or apartment owned or co-owned by the applicant. A return receipt is not required. Notice to a partnership owner may be made upon any partner. Notice to a corporate owner may be made by service upon its president, vice-president, secretary or other person authorized by appointment or by law to accept service on behalf of the corporation. Where a condominium association, horizontal property regime, community trust or homeowner's association, own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas, that are within 200 feet of the property which is the subject of a hearing, notice may be made in the same manner as to a corporation, without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.
- C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to § 143-31B to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.

 - D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official Map or on the County master plan, adjoining the County land or situated within 200 feet of the municipal boundary.

§ 143-32. NOTICE REQUIREMENTS FOR HEARING, *continued*

- E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a State highway.
- F. Notice shall be given by personal service or certified mail to the State Planning Commission of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the municipal clerk pursuant to N.J.S.A. 40:55d-10(b).
- G. In the case of a public utility, cable television company or local utility which possesses a right-of-way or easement within the Borough of Butler and which has registered with the Borough pursuant to N.J.S.A. 40:55D-12.1, notice shall be given by (1) serving a copy of the notice on the person whose name appears on the registration form on behalf of the public utility, cable television company or local utility or (2) mailing a copy thereof by certified mail to the person whose name appears on the registration form at the address shown on that form.
- H. All notices hereinabove specified in this section shall be given at least ten days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the board holding the hearing on the application for development.
- I. Any notice made by certified mail as hereinabove required shall be deemed to be complete upon mailing in accordance with the provisions of C. 40:55D-14.
- J. Form of notice. All notices required to be given pursuant to the terms of this ordinance shall state the date, time and place of the hearing, the nature of the matters to be considered and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the municipal tax assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.
- K. Any maps and documents for which approval is sought at a hearing shall be on file and available for public inspection at least ten days before the date of the hearing during normal business hours in the office of the municipal clerk.
- L. Notice pursuant to paragraphs C, D, E and F of this section shall not be required unless public notice pursuant to paragraph A and paragraph B of this section is required. Notice under paragraphs A and B is not required for (1) conventional site plan review, (2) minor subdivision approval or (3) final approval pursuant to N.J.S.A. 40:55D-50.

§ 143-32.1. REGISTRATION BY PUBLIC UTILITIES, CABLE TELEVISION COMPANIES OR LOCAL UTILITIES.

- A. Every public utility, cable television company and local utility having a right-of-way or easement within the Borough of Butler desirous of receiving notice of development applications pursuant to N.J.S.A. 40:55D-12 may register with the Borough Clerk. The registration shall remain in effect until revoked by the registrant or its successor in interest.
- B. Any public utility, cable television company or local utility seeking to register with the Borough of Butler pursuant to this Section shall be required to pay a ten dollar (\$10.00) registration fee.

§ 143-33. LIST OF PROPERTY OWNERS FURNISHED.

Pursuant to the provisions of N.J.S.A. 40:55D-12c the tax assessor of the municipality shall, within seven days after receipt of a request therefore, and upon receipt of a fee not to exceed twenty-five (\$0.25) cents per name or ten (\$10.00) dollars, whichever is greater, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to § 143-31B of this chapter.

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 with seven (7) days after receipt of a request and a fee of \$10.00 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 Today Newspaper
- F. Public notification is not required for a minor site plan or a minor subdivision unless a variance is required.
- G. An Attorney must represent any corporation who submits an application to the Planning Board.
- H. You must provide to the Board Secretary at the time of filing:
15 copies of the completed application
15 copies of all prints and maps
15 copies of all other documents
1 copy of the checklist completed by the applicant

Any application for development shall be filed with the Board Secretary and shall be accompanied by required fees and all data and information listed in the checklist for completeness of an application as 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 deem **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 escrows must be submitted prior to completeness.



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 _____

Fee: \$10.00

Make check payable to Borough of Butler

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

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

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	
81. As-built plans, cross-section and profiles of all streets, utility systems and appurtenant facilities						X	
82. As-built grading plan within 2 foot contours						X	
83. FINAL SUBMISSIONS (to be submitted following approval of the final plat by the Planning Board). a. The original, one (1) cloth print and one (1) mylar of the final plat for the signatures of appropriate Borough Officials b. One (1) cloth print, one (1) mylar and fifteen (15) prints of the final plat after it has been filed with the Morris County Clerk's Office	X	X	X	X	X	X	
84. Ownership disclosure in accordance with C.40:55D-48.1.	X	X	X	X	X		
85. Separate application and fee filed for any conditional use or variance involved						X	
86. Performance guarantee posted.							

An application for development shall not be considered complete until all the material and information specified above has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

[] Application declared complete

Date _____

Authorized Signature

[] Application declared complete

Date _____

Authorized Signature

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	

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

12. Continued	
n. 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 (d) wooded areas (e) rock outcroppings o. Existing wells p. Existing septic systems	
13. 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.	
14. Copies of any existing or proposed protective or restrictive covenants and deed restrictions.	
15. List of the specific sections of the Ordinance from which relief is sought and the specific nature of the relief being sought on the specific nature of the appeal.	
16. A written statement establishing the basis for the appeal or relief and the justification for said relief, addressing as appropriate, special reasons and/or negative criteria as provided in N.J.S.A. 40:55D-70.	
17. Ownership disclosure in accordance with N.J.S.A. 40:55D-48.1.	

An application for development shall not be considered complete until all the material and information specified above has been submitted unless, upon receipt of a written request from the applicant, a specific requirement is waived by the municipal agency. The request for waiver shall accompany the application and shall be granted or denied within 45 days of receipt of said request.

[]

Application declared complete

Date _____

Authorized Signature

[]

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Authorized Signature