

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. 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: _____

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

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 (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:

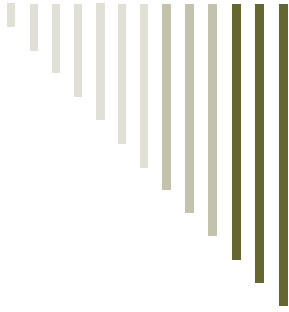
Suburban Trends	Herald News	Star Ledger	Bergen Record	Daily Record
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- F. In the event the applicant does not have the Newspaper Affidavit at the time of the hearing, the applicant may proceed, if the applicant produces a complete newspaper from a date 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:

3 copies of the completed application 3 copies of all prints and maps 3 copies of all other documents 1 copy of the checklist completed by the applicant 1 copy of the federal W-9 Form	Once deemed complete you must provide: 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. **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.**

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.



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 _____

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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ 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) ▶ _____	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) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	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				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
or				
Employer identification number				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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-INT (interest earned or paid)

- 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.