

APPLICATION CHECKLIST

Motor Common Carrier of Persons in Group and Party Service Vehicles Seating 11 to 15 Passengers, including the Driver

Use this checklist to make sure you have enclosed all required items or your application will not be processed. You cannot operate in Pennsylvania until you receive a Certificate of Public Convenience from the Commission.

- The original Application with original signatures (unless eFiled with the Commission's online eFiling system at www.puc.pa.gov)
- Verified Statement of Applicant.
- A certified check, money order, or check from your attorney for \$350 made payable to "Commonwealth of Pennsylvania."
- The Application must clearly state whether you are applying as an individual or sole proprietor, partnership or corporate entity
- IF the application is being filed by a general partnership, you must provide a list of the names and addresses of ALL partners.
- IF the application is being filed by a limited partnership, you must provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a limited liability partnership, you must provide a list of names and addresses of ALL partners, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a limited liability company, you must provide a list of the names and addresses of ALL members and the Title of each member, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a for-profit corporation, you must provide a list of ALL corporate officers and titles, the name of each shareholder, distribution of shares, and your PA Corporation Bureau Entity ID Number.
- IF the application is being filed by a non-profit corporation, you must provide a list of ALL corporate officers and titles and those serving on the Board of Directors, and your PA Corporation Bureau Entity ID Number.

ALL Parties to proceedings pending before the Commission must open and use an e-filing account through the Commission's website, OR you may submit your filing by overnight delivery. If a filing contains confidential or proprietary material, the filing is required to be submitted by overnight delivery.

If you do not e-File your application, mail it and all attachments to: SECRETARY PA PUBLIC UTILITY COMMISSION, 400 NORTH STREET, 2ND FLOOR, HARRISBURG, PA 17120

Corporate entities (corporations, LPs, LLPs, and LLCs) and fictitious trade names must be registered with the PA Department of State. Companies incorporated in other states must register as a foreign business corporation. Individuals acting as sole proprietors and partnerships do not have to register.

If you are not registered with the PA Department of State, you can apply at its website at www.dos.state.pa.us/corps on how to do business in Pennsylvania as:

PA Corporations (Profit and Non-Profit) – apply for Articles of Incorporation

Foreign Corporations – apply for a Certificate of Authority

PA Limited Partnerships (LPs), Limited Liability Partnerships (LLPs), and Limited Liability Companies (LLCs) – apply for an Application of Registration

Fictitious Name Registration – File ONLY IF Trade Name will be different than the business name you register with the PA Department of State.

General Information for Preparing and Filing the Application for Motor Common Carrier of Persons in Group and Party Service in Vehicles Seating 11 to 15, Including the Driver.

1. This application is required to request a Certificate of Public Convenience to operate as a commercial carrier of people, when providing transportation to groups and/or parties in vehicles seating 11 to 15 people, including the driver. **Important note: Service originating or terminating in Philadelphia is under jurisdiction of the Philadelphia Parking Authority, and an application must be filed with that agency to operate there.**
2. Upon approval of the application, you will be notified that prior to providing service in Pennsylvania you must submit evidence of insurance to the Public Utility Commission. Your permanent evidence of insurance will be a Form E for bodily injury and property damage insurance. This form is mailed to the Commission directly from the home office of your insurance carrier. The name and address on your Form E must exactly match the name and address you have provided on your application. Your insurance company must subscribe to the NIC Insurance Filing website at www.nicinsurancefilings.com . You will request the insurance company (not the agent) to file the required insurance forms electronically through NIC. Mailed insurance forms are no longer acceptable. The minimum limits of insurance are as follows:

Minimum limit dependent upon manufactured rated seating capacity of the vehicle. Carriers operating any vehicle of

15 passengers or less:

- (a) \$35,000 to cover liability for bodily injury, death or property damage incurred in an accident (BIPD).
- (b) \$25,000 first party medical benefits, \$10,000 first party wage loss benefits, and conforming to 75 PA C.S. §§1701 - 1798 (relating to Motor Vehicle Financial Responsibility Law).
- (c) First party coverage of the driver of certificated vehicles shall meet the requirements of 75 PA C.S. §1711 (relating to required benefits).

Application for Motor Common Carrier of Persons Group and Party Service in Vehicles Seating 11 to 15, Including the Driver

THIS APPLICATION IS TO BE USED FOR CHARTER SERVICE FOR GROUPS, OR ON A NONEXCLUSIVE BASIS FOR TOUR, SIGHTSEEING, OR EXCURSION SERVICE LIMITED TO VEHICLES SEATING 11 TO 15 PEOPLE, INCLUDING THE DRIVER.

1. **Legal Name of Applicant** (Individual, Partnership or Corporation)

CMB Entertainment LLC

- If you are an individual who has not formed any type of corporate entity, you should enter your name **as it will appear on your insurance documents**.
- If you are filing for a partnership, but **not a limited liability partnership**, the names of all partners must be entered on this line. Those names should be entered **as they will appear on your insurance documents**. This includes husbands and wives filing jointly.
- If you are filing for a corporate entity (corporation, limited liability company, or limited liability partnership), **even if you are the sole shareholder member**, you must enter the name **exactly as it appears on the registration papers from the Corporation Bureau of the Pennsylvania Department of State**.

2. **Trade Name** (Attach a copy of fictitious name registration if applicable)

N/A

This is any name which you will be operating under which differs from the **LEGAL NAME OF APPLICANT**. A **TRADE NAME** is considered a **FICTITIOUS NAME** if the identity of the applicant cannot be readily determined. *EXAMPLE: John Doe is the applicant and wants to use the name "Johnboy Transport" as his trade name. People cannot readily determine that John Doe is the actual operator; therefore, the name is fictitious and must be registered as such. Trade names such as "John Doe Transport" or "J. Doe Transport" are not considered fictitious and would not have to be registered.*

3. **Do you currently hold PUC Authority?** No **Previous Authority?** No

If YES, at PUC No. A- _____

4. **Are you a business entity registered with the PA Dept. of State?** Yes
If NO, you must register (see checklist on how to register).

If YES, provide your PA Corporation Bureau Entity ID Number 14787398
(See checklist and indicate type of business entity registered)

5. **If either a corporation or limited liability company, please list members (LLC) or shareholders and officers (corporation).**

Matthew Butterly

_____	_____
_____	_____
_____	_____

6. **Mailing Address**

14 Hidden Hollow Dr

Street Address

Collegeville PA 19426

City, State and Zip Code

215-917-8223

Telephone Number

Montgomery

County

mbutterly13@gmail.com

E-mail Address

This is the e-mail address to which the Commission will send all official documents issued by the Commission until further notice.

7. **Physical Address** (if different than Mailing Address. Do not use a PO Box.)

Street Address

City, State and Zip Code

County

Telephone Number

E-Mail Address

The address entered here should reflect the actual location of the business. This is the address the Commission needs in order to dispatch Enforcement Officers to inspect equipment. If left blank, it will be assumed that the **PHYSICAL ADDRESS** is the same as the **MAILING ADDRESS**

8. **Attorney** (if applicable)

Attorney's Name & Telephone Number for this Filing

Attorney's Address

E-Mail Address

An attorney's name should only be entered if an attorney is filing the application for a client and the application is being sent under the attorney's cover letter.

9. **Does applicant have a USDOT Number?**

_____ No X Yes, at No. 4464554

10. Describe the service area proposed by this application.

(Use the space below or attach additional sheet if space provided is not sufficient).

To transport passengers for compensation between points within Montgomery, Delaware, Bucks, and Chester Counties, excluding service originating or terminating within the City of Philadelphia.

Examples:

- *To transport people from points in Lancaster County to points in PA, and return.*
- *To transport people between points in Allegheny, Washington, and Beaver Counties.*

11. Certification:

Applicant certifies that it is not now engaged in unauthorized intrastate transportation for compensation between points in Pennsylvania and will not engage in said transportation unless and until authorization is received from the Pennsylvania Public Utility Commission.

Applicant further certifies that it understands the requirements of the Pennsylvania Public Utility Commission, especially as they relate to safety and insurance and that it may be subject to civil penalties, suspension or cancellation of the Certificate for failure to comply with Commission requirements.

Applicant further certifies that it understands that it is subject to an annual assessment based upon its reported gross Pennsylvania intrastate revenues; said assessment to help defray expenses incurred in regulating Motor Common Carriers of Persons in Group and Party Service in Vehicles Seating 11 to 15, Including the Driver; and acknowledges that failure to report revenue and pay its annual assessment may result in civil penalties, suspension or cancellation of the certificate.

Verification of Application

I/We hereby state that the statement(s) made in this application is/are true and correct to the best of my/our knowledge and belief.

The undersigned understands that false statements herein are made subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

Matthew Butterly

(Print Name)

Matthew Butterly

(Signature)

2/21/2026

(Date)

The verification of the application must be completed by the applicant appearing on Line 1 of the application by the named individual, all partners if a partnership, a member (if a limited liability company), or by the President or Secretary (if a corporation).

BUSINESS PLAN/VERIFIED STATEMENT OF APPLICANT

THE FOLLOWING INFORMATION IS REQUIRED BY THE COMMISSION TO DETERMINE THE APPLICANT'S FITNESS TO OPERATE. STATEMENTS SHOULD BE TYPED OR PRINTED. ILLEGIBLE STATEMENTS WILL DELAY YOUR APPLICATION.

Matthew Butterly

Legal Name of Applicant

Trade Name, if any

14 Hidden Hollow Dr

Collegeville

PA

19426

Street Address (principal place of business)

City or Municipality

State

Zip Code

The Verified Statement of the Applicant factual details about your proposed transportation service. Your Verified Statement must answer all of the items listed below and on the following pages. Provide as much information as possible to prevent delay in processing your application. If you need more space to provide your answer, please attach additional pages identifying the appropriate item number.

1. Identify the person making the Verified Statement on behalf of the applicant. If an employee/officer of applicant is making the statement, give name, title, business address and telephone number.

Matthew Butterly, Owner CMB Entertainment LLC
14 Hidden Hollow Dr.
Collegeville PA 19426
215-917-8223

2. List the applicant's affiliation (owner, manager, controls) with any other carrier, with the description of affiliation.

The applicant has no affiliation, ownership, interest, management role, or controlling interest in any other motor carrier or transportation company

3. Describe the applicant's business experience, particularly any experience relating to the operation of a transportation service. If practical experience is lacking, please provide an explanation and description of any education or training that you believe may be relevant.

The applicant is the Managing Member of CMB Entertainment, LLC and is responsible for all administrative, financial, and operational aspects of the company.

The applicant also assists in the operation of a plumbing business that utilizes commercial vehicles subject to DOT compliance requirements. Through this experience, the applicant has familiarity with commercial vehicle oversight, maintenance coordination, safety standards, insurance requirements, and regulatory compliance.

The applicant will oversee scheduling, customer service, vehicle maintenance, insurance compliance, and adherence to all applicable Pennsylvania Public Utility Commission regulations. CMB Entertainment, LLC will operate as a safe, compliant, and professionally managed private passenger transportation service within the approved service area.

4. Describe your facilities, record maintenance plan and your communication network. Please include a description of your physical location, to including office machines that will be utilized, and the facility to house vehicles. As a carrier of household goods in use, applicant should include a description of storage facilities, if applicable. Please include an explanation of your plan to maintain records required by the PUC, as well as normal business records. In regard to your communication network, please explain how you will receive customer requests for transportation, how you will dispatch the vehicles to fulfill the request, and how you will maintain continuous communication with your drivers.

CMB Entertainment, LLC operates from its principal business address located at 14 Hidden Hollow Dr. Administrative duties including scheduling, bookkeeping, and regulatory compliance are handled from this location utilizing standard office equipment including a computer, printer, secure internet access, and telephone service.

The company vehicle will be housed at a secure private location when not in service. Regular vehicle maintenance and inspections will be performed in accordance with manufacturer recommendations and applicable safety standards. Maintenance records will be retained.

All required PUC records, insurance documents, trip records, and business records will be maintained electronically and/or in hard copy at the place of business. Records will be organized and retained in accordance with Pennsylvania Public Utility Commission requirements.

Customer transportation requests will be received on a prearranged basis via telephone, email, or online booking. Dispatching will be coordinated directly by the Managing Member. Continuous communication with drivers will be maintained via mobile phone to ensure safe and timely service.

5. Please state the number of drivers you intend to use or hire in your business and explain why that number of drivers is appropriate for the size of the territory you will be serving. In addition, please explain:
- Your hiring standards for drivers.
 - Your system for conducting criminal background checks.
 - Your driver training program.
 - Your system for conducting driver license checks.
 - Your policies regarding alcohol and drug use by your drivers.

CMB Entertainment, LLC will initially operate with one (1) driver, the Managing Member, Matthew Butterly. Utilizing a single driver is appropriate for the limited 25-mile service area and the company's prearranged reservation-based business model. Additional qualified drivers may be added in the future as business demand increases.

- The Managing Member possesses a valid driver's license appropriate for the vehicle operated and will maintain a satisfactory driving record at all times.
- As the sole driver and Managing Member, the applicant affirms that he has no disqualifying criminal history and understands the responsibility associated with transporting passengers.
- The Managing Member is responsible for adhering to all company safety policies, manufacturer vehicle operation guidelines, and Pennsylvania Public Utility Commission regulations.
- Driver license status and motor vehicle records will be monitored to ensure continued compliance with applicable requirements.
- CMB Entertainment, LLC maintains a strict zero-tolerance policy regarding alcohol and illegal drug use. The Managing Member will not operate any vehicle under the influence of alcohol or drugs and will comply with all applicable laws and safety standards.

6. Please state the number of vehicles you plan to use in your business and why that number is appropriate to provide reasonable and efficient service to the territory you will be serving. If you have already obtained vehicles for your business, please list them in the chart below.

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>SEATING CAPACITY*</u>	<u>VEHICLE ID #</u>	<u>MILEAGE</u>
2001	Ford	Econoline 350	14	1FDWE35L91HA42388	39,500

7. Describe your vehicle safety program. Please include the following in your explanation:
- a. Your periodic vehicle maintenance plan
 - b. Your system for ensuring your vehicles will continuously comply with applicable Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175).

CMB Entertainment, LLC will operate one passenger vehicle that will be maintained in accordance with manufacturer-recommended service intervals and all applicable Pennsylvania safety requirements. Routine maintenance including oil changes, brake inspections, tire inspections, lighting checks, and fluid level inspections will be performed on a regular schedule.

The vehicle will undergo required Pennsylvania state inspections and any additional inspections required by applicable regulations. Maintenance and inspection records will be retained at the principal place of business.

To ensure continuous compliance with Pennsylvania vehicle equipment standards (67 Pa. Code, Chapter 175), the Managing Member will conduct regular pre-trip inspections and promptly address any mechanical or safety issues. The vehicle will not be placed into service if any condition exists that would affect safe operation.

8. Please explain what steps you have taken to determine if you can obtain insurance and pay the required insurance premiums.

CMB Entertainment, LLC has secured commercial automobile liability insurance coverage in the amount of \$1,500,000 through Berkshire Hathaway that meets or exceeds the Pennsylvania Public Utility Commission's required coverage limits for passenger transportation.

The Managing Member has reviewed the premium structure and has allocated sufficient financial resources to ensure the timely payment of all required insurance premiums and the continuous maintenance of coverage. The company will operate on a prearranged reservation basis within its approved service area, allowing for controlled operating expenses and sustainable revenue to support insurance and ongoing business costs.

9. State whether the applicant has been convicted of a misdemeanor or felony. If applicant is partnership, limited liability partnership, corporation, or limited liability company this question applies to all members, officers, and/or shareholders. If "YES", explain.

YES NO

10. Financial Data. Complete the "Statement of Financial Position", which follows this page. Please feel free to also provide additional information explaining why you believe you have sufficient funds to ensure your transportation business can provide reliable service to the public in a safe manner.

Verification of Statement

The undersigned deposes and says that he/she is authorized to and does make this verification and that the facts set forth therein are true and correct to the best of his/her knowledge, information, and belief. The undersigned understands that false statements herein are made subject to penalties of 18 Pa. C. S. § 4904 relating to unsworn falsification to authorities.

Matthew Butterly

(Signature)

Matthew Butterly, Owner CMB Entertainment LLC

(Name and Title, printed or typed)

2/21/2026

(Date)

