As-Built Application No._____

AS-BUILT APPLICATION

To assist the Subdivision Administrator in the review of an As-Built Application, the Applicant must utilize this form. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's As-Built Application as required by Subdivision Ordinance Section 1332.10. In the case of construction plans and profiles, the As-Built Drawings shall accompany the request for bond release in accordance with Article 1335 of this Ordinance or be submitted prior to Final S/LD Application approval if such is made a condition of approval, whichever is applicable.

1. DATE _____, 20_____

2. PROJECT NAME _____

   Address

3. APPLICANT'S NAME* _____

   Address _____

   Telephone Number (___) _____ Fax Number (___) _____

   Email Address _____

4. PROPERTY OWNER'S NAME_____

   Address _____

   Telephone Number (___) _____ Fax Number (___) _____

   Email Address _____

   *Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

5. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (List all parcels that apply)

Property Address: _____

Tax Map # and Parcel(s): _____

Deed Book and Page: _____

Property Area in Square Feet or Acres:_____

6. PROVDE SCALED DRAWING OF THE SITE, TO BE ATTACHED, OF THE PROJECT CLEARLY SHOWING THE INFORMATION THAT IS REQURIED IN THE ORIDNANCE.

_____

_____

_____

_____

7. DESCRIPTION OF PROJECT

PHASE(S) _____

_____

_____

_____

_____

8. PARCEL INVENTORY (List all parcels that are part of this application):

Tax Map No.	Parcel No.	Deed Book	Page No.	Zoning District

9. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous plat applications if this application is an amendment)

Application No.	Project Name and Phase	Status	Approval Date

10. SUBMISSION TO OTHER AGENCIES (Documentation of all required approvals must be attached to this Application or submitted prior to final approval)

Agency (Specify others as applicable)	Submittal Date	Approval	Date of Approval
City of Charles Town			
Hatch/Chester Engineering			
City of Charles Town Utility Board			
Other			

11. AS-BUILT DRAWINGS. As-Built drawings shall be surveyed to determine actual field conditions, and the approved final plat, as revised and annotated to reflect such actual field conditions, shall constitute the As-built drawings.

Confirm that the following have been surveyed:

Item	Surveyed?
Streets	
Potable Water	
Gravity Sewer	
Force Mains	
Pumping Stations	
Storm Drain	
Buildings	

Confirm that the following have been inspected and found to be in substantial conformance with the approved construction plans and profiles or site plans, as applicable:

Item	Inspected?
Curb & Gutter	
Sidewalk/Trail	
Drainage	
Pavement	
Sight Triangle & Clear Zones	
Utility Placement within Roads	
Landscaping and Buffering	

12. FEE CALCULATION (Per Fee Schedule) _____

_____

_____

_____

AMOUNT PAID $_____

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1332.10 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant

_____ Date _____

Signature of Property Owner(s) (If different than Applicant)

_____ Date _____

Please submit an original completed Application and specified number of Site Plan copies to the following:

Subdivision Administrator
City of Charles Town
101 E. Washington Street
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

Fee: $_____ Check No._____

Receipt No._____

Subdivision Administrator Approval:_____ Date:_____

Planning Commission Approval:_____ Date:_____

Comments:_____

_____

_____

_____

_____

_____

CHARLES TOWN, WEST VIRGINIA
Department of Community Development
Division of Planning and Zoning
101 East Washington Street, P.O. Box 14
Charles Town, West Virginia 25414

Phone: (304) 725-2311

Fax (304) 725-1014

File Number: _____
Staff Initials: _____
Fees Paid: _____

https://goo.gl/KGzDMZ

As-Built Drawings Checklist
Amended 2017 Subdivsion Ordinance

Project Name: _____

Property Owner Information					
Property Owner:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number:		Email:			
Signature:				Date:	

Applicant's Registered Engineer or Surveyor or Design Consultant					
Name:					
Mailing Address:					
City:		State:		Zip Code:	
Phone Number:		Email:			

Physical Property Details					
Physical Address:					
City:		State:		Zip Code:	
Tax District:		Map No:		Parcel No:	
Parcel Size:		Deed Book:		Page No:	

Zoning of Subject Property			**Is the Project to Be:**	**Is Property In:**
Urban Reserve (UR)	Residential Medium-High Density (R-15)	Neighborhood Commercial (NC)	Planned Unit Development (PUD)	Historic Overlay District (HOD)
General Commercial (GC)	Old Town Residential (OT-R)			Floodplain Overlay District (FOD)
Old Town Mixed Use Commercial (OT-MUC)	Neighborhood Residential (NR)			

City Use Only	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
Zoning Administrator				
City Planner				
Engineer				
Assessor's Office				
GIS/Addressing				
Return Date				

Reviewing Agencies Comments (Attach Additional Comments As Needed)

Conditions of Approval (Attach Additional Comments As Needed)

Instructions

1. This checklist is provided as a quick reference guide only. The Consultant/Developer is responsible for reading the regulations and fully complying with all the requirements. All references to the Subdivision Ordinance and Zoning Ordinance are cited for informational purposes only.

2. The checklist shall be completed by the Engineer/Surveyor or Design Consultant and attached to the As-Built applicaiton.

3. Place all site notes (i.e., Flood Plain designation, Permit numbers, Building Setback note, etc.), that address items on the checklist, together under a “Site Information” heading so they can be easily found by the reviewer.

4. For all other items on the checklist that cannot be addressed by a note under “Site Information”, provide the sheet number and/or note number in the checklist column marked “Engineer/Surveyor”, where the information can be found. This will allow for a quicker and more thorough review of the plat on the first submission.

Requried Submittal Information

_____ 1 Check for Applciation Fees

_____ 1 Completed Application and Checklist (Signed by owner)

_____ 3 Sets of As-Built Drawings and Adobe PDF Format

Sub-Section	*Ordinance Requirements: (See instructions on page 2)*	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key: ✓ Ok; O Incomplete; N/A Not Applicable; X Unacceptable
Sub-Section	**SUBDIVISION ORDINANCE Section 1332.10, As-Built Drawings Requirements**						
A	Filing Requirements.						
A1	Upon satisfactory completion of the installation of the required Improvements shown in the approved Preliminary and/or Final S/LD Application, the applicant shall submit to the Subdivision Administrator two (2) paper copies, a digital version, such as Adobe, and a CAD/GIS compatible with the City's current software of the completed As-Built Drawings, prepared, signed and sealed by a Professional Engineer or Professional Land Surveyor.						
A2	Such As-Built Drawings shall be submitted at least two (2) weeks prior to the anticipated date of occupancy of any Building on the subject land. No Certificate of Occupancy will be issued until the As-Built plans have been approved by the City of Charles Town. In the case of construction plans and profiles, the As-Built Drawings shall accompany the request for bond release in accordance with Article 1335 of this Ordinance or be submitted prior to Final S/LD Application approval if such is made a condition of approval, whichever is applicable.						
B	***As-Built Drawings.*** The following items shall be surveyed to determine actual field conditions, and the approved Final Plat, as revised and annotated to reflect such actual field conditions, shall constitute the As-Built Drawings.						
B1	**Streets (Public and Private).**						
B1a	Horizontal alignment with radii, (lengths, P.C. and P.T. stations, tangents, and all other curve information).						
B1b	Vertical alignment with centerline grades, vertical curve lengths, station and elevation of all PVC's and PVT's, and centerline profile.						
B1c	Copies of Maintenance Agreements or covenants addressing maintenance of any Private Streets, Alleys, streetscaping, private Easements, etc.						
B1d	Areas where road stabilization fabrics or heavier pavement structures are used.						
B2	**Potable Water.**						
B2a	The location of all fire hydrants, water meter boxes, casings and points of connection to the existing system shall be referenced in two perpendicular directions. The applicant's Professional Land Surveyor or Professional Engineer may use other forms of as-built locations, such as providing coordinates referenced to state plane for noting the horizontal locations of this utility.						
B2b	The location of mains located within the public right-of-way.						
B2c	Horizontal dimensions shall be to the nearest tenth of a foot and vertical dimensions shall be to the nearest hundredth of a foot.						
B2d	Horizontal locations will be required perpendicular to the right-of-way at 100' intervals.						
B2e	Elevations on the main and finished grade will also be required at all pipe dead ends, intersections, size changes, points of connection to existing system, at intersections of pipe, at 500' intervals, and where the standard depth of cover is not provided. Elevations shall be measured from the pipe invert elevation.						
B3	**Gravity Sewer.**						

	Ordinance Requirements: ***(See instructions on page 2)***	**Engineer /Surveyor**	**1st Review**	**2nd Review**	**3rd Review**	**4th Review**	**Review Key**	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
B3a	The location of all piping, wyes, tees, manholes, cleanouts and points of connection to the existing system shall be referenced in two perpendicular directions. The applicant's Professional Land Surveyor or Professional Engineer may use other forms of as-built locations, such as providing coordinates referenced to state plane for noting the horizontal locations of this utility.							
B3b	The location of mains located within the public right-of-way.							
B3c	Horizontal dimensions shall be to the nearest tenth of a foot and vertical dimensions shall be to the nearest hundredth of a foot.							
B3d	Runs of gravity sewers shall be identified.							
B3e	Elevations shall be given for the north rim of the top of all manhole covers and all manhole inverts.							
B3f	Elevations on the service piping and finished grade will be required at the property line for only those sewer service laterals which result in more than 60 inches of cover or less than 30 inches of cover.							
B3g	For sewer service laterals which are totally perpendicular to the main, the location of the end of sewer services shall be given to the plug and be located from the side property line or by station and offset. For sewer service laterals, which include bends and off-sets which result in a service which is not totally perpendicular to the main, for these cases, the location of all fittings between the sanitary tee and the plug (at the property line) shall be provided.							
B3h	Manhole types shall be identified.							
B4	**Force Mains.**							
B4a	The location of valves, fittings, casings and points of connection to the existing system shall be referenced in two perpendicular directions. The applicant's Professional Land Surveyor or Professional Engineer may use other forms of as-built locations, such as providing coordinates referenced to state plane for noting the horizontal locations of this utility.							
B4b	The location of mains located within the public right-of-way.							
B4c	Horizontal dimensions shall be to the nearest tenth of a foot and vertical dimensions shall be to the nearest hundredth of a foot.							
B4d	Horizontal locations will be required perpendicular to the right-of-way at 100' intervals.							
B4e	Elevations on the main and finished grade will be required at points of connection to the existing system, 500' intervals, at high points, and where the standard depth of cover is not provided. Elevations shall be measured from the pipe invert elevation.							
B5	**Pumping Stations.**							
B5a	Wet well size and location shall be indicated and located to property lines and/or right-of-way lines.							
B5b	All lines within the pump station site shall be located to property lines and/or right-of-way lines.							
B5c	Elevations shall be indicated at inverts, wet well top and bottom, and at ground adjacent to wet well. All types and sizes of lines and fittings shall be indicated.							
B5d	All schedules that show pump, motor and electrical data shall be corrected to show the as-built condition and submitted with the pump station drawings.							

	Ordinance Requirements: (See instructions on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key
							✓ Ok
							O Incomplete
							N/A Not Applicable
							X Unacceptable
B5e	As-built information should be provided for the pump station site plan. Within the pump station boundaries the following shall be located horizontally: pump-out, water spigot and cross-connection control device, wet well, control panel, bends, fittings, manholes, generator and fuel tank (if applicable), transformer, fence, and auxiliary electrical enclosures, as applicable.						
B5f	The applicant or Developer shall provide a boundary survey of the pump station site showing above and below ground improvements. The boundary survey shall be certified by a Professional Engineer or Professional Land Surveyor.						
B5g	All buried electrical conduit shall be labeled and located to property lines and/or right-of-way lines including electrical service from utility transformer to station meter and to control panel.						
B5h	If the pump station is privately owned, provide owner's name and phone number for future coordination tasks and emergency events.						
B6	**Storm Drain.**						
B6a	The location of all piping, wyes, tees, manholes, inlets, cleanouts and points of connection to the existing system shall be referenced in two perpendicular directions. The applicant's Professional Land Surveyor or Professional Engineer may use other forms of as-built locations, such as providing coordinates referenced to state plane for noting the horizontal locations of this utility.						
B6b	The location of mains located within the public right-of-way.						
B6c	Horizontal dimensions shall be to the nearest tenth of a foot and vertical dimensions shall be to the nearest hundredth of a foot.						
B6d	Runs of storm sewers shall be identified.						
B6e	Elevations shall be given for the north rim of the top of all manhole covers and inlets and catch basins and all manhole, inlet and catch basin inverts.						
B6f	Storm Drain, manhole, inlet and catch basin types shall be identified.						
B7	**Buildings.** As-Built Drawings for Buildings constituting part of the Improvements (e.g., pump-station Buildings) shall be marked to indicate any and all changes made. As-Built Drawings shall also include the installed size, elevation and location of all exterior equipment, and Structures.						
C	***Checklist.*** A Professional Engineer or Professional Land Surveyor submitting the As-Built Drawings shall also submit a statement in the As-Built Drawings certifying that the following items have been inspected and found to be in substantial conformance with the approved construction plans and profiles or site plans, as applicable.						
C1	Curb and Gutter. Confirm that the curbs are the proper type.						
C2	Sidewalk/Trail. Confirm that the sidewalk/trail is correctly situated with relation to the rights-of-ways or Easement. Verify that the construction material used is as approved.						
C3	Drainage. Confirm that the drainage patterns have been established in conformance with the grading plans. Confirm that Slopes and Swales are properly located and graded. Confirm that positive Drainage exists.						
C4	Pavement. Provide a copy of the approved pavement design. Confirm that all pavement was placed in accordance with the approved pavement design. Confirm that all material was compacted to required standards. Provide a copy of the approved striping and signage plan.						

	Ordinance Requirements: (See instructions on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
C5	Sight triangle and clear zones. Confirm that there are no encroachments.							
C6	Utility placement within Roads. Provide a statement that all utilities located within Roads are within recorded Easements, or if in public right-of-way, located as approved and per the West Virginia DOH permit requirements.							
C7	Landscaping and Buffering. Confirm the Landscaping is in general conformance as to location with an approved landscape plan. Confirm plantings conform to correct category (canopy, understory, shrub, or evergreen) in, at a minimum, the required quantities. Plantings in excess of the required quantities are acceptable and do not constitute the need for a redline revision. If the landscaping does not meet the minimum requirements as set forth in the approved site plan, then a redline landscape plan shall be submitted for review and approval.							