



IMPROVEMENT LOCATION/LAND DISTURBANCE PERMIT

The Development of any land in the City, including the construction or alteration of any Building or structure, is prohibited and shall not be commenced unless and until an Improvement Location/Land Disturbance Permit is obtained from the Planning Commission or Subdivision Administrator, except as expressly exempted under Section 1331.10(A)(1)(c) of the Subdivision and Land Development Ordinance (SLDO) of the City of Charles Town, West Virginia.

The applicant must supply all of the information contained in this application form. This application must be signed by all owners of the real estate which is the subject of the application. The owners may designate one or more professional agents to represent them in the application process using the spaced provided on this form.

As part of this application, the following must be provided:

1. Application Fee.
2. The Final Record Plat for the subject Subdivision or Land Development; stamped and signed as approved by the Planning Commission, or a copy thereof.
3. A plan clearly showing the area to be disturbed and/or any Structures to be constructed or altered upon the subject land, unless such items are clearly shown on the Final Record Plat.
4. If the proposed activities will involve the disturbance of at least 3,000 sq. ft. of land, an Erosion and Sediment Control Plan approved by the Subdivision Administrator in accordance with the provisions of Article 1334.02 of the SLDO.
5. Any state and federal permits required under applicable law for the proposed activities upon the subject land and duly issued by the appropriate authority.
6. Any performance guarantee required pursuant to Article 1335 of the SLDO.

The Subdivision Administrator shall review each application for an Improvement Location/Land Disturbance Permit to determine its conformance with the provisions of the Subdivision and Land Development Ordinance and other applicable law.

1. APPLICATION DATE _____, 20____

2. APPLICANT'S NAME* _____

Address: _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

3. PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

4. CONTRACTOR'S NAME _____

Address: _____

Telephone Number (____) _____ Fax Number (____) _____

Email Address _____

Contractor's License # _____

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. DESCRIPTION OF PROJECT:

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

Area of lot(s) where land disturbing activity will be conducted: _____ square feet

Area of land to be disturbed: _____ square feet

Flood plain information, if applicable: _____

Attach plans drawn to scale showing the following:

- 1) A description or list of the construction sequence that will be used, including the steps involved in clearing, grading, filling, and/or excavating the site and installing all temporary and permanent erosion and sediment control devices;
- 2) The limits of clearing for the lot to be developed and the location of all erosion and sediment control devices to be installed on the site;
- 3) The location and dimensions of any significant natural features located on or within 100 feet of the lot including streams, ponds, surface waters, and wetlands. Please show distances between all planned improvements (driveways, walkways, buildings, etc.) and these features;
- 4) The location and dimensions of any existing or proposed drainage easements, culverts, ditches, or other stormwater management facilities. Please indicate the general contour and layout of the terrain and the location of any low-lying or poorly-drained areas on the lot; and
- 5) Information regarding the type and rate of seeding for disturbed areas following completion of construction activities.

Are the following items shown on the plan?

| | | |
|--|---------|--------|
| Limits of clearing and grading? | Yes____ | No____ |
| Dimensions of area to be cleared and graded? | Yes____ | No____ |
| Steep Slopes? | Yes____ | No____ |
| Stream/Wetlands/Rivers? | Yes____ | No____ |
| Construction Entrance? | Yes____ | No____ |
| Seeding information provided? | Yes____ | No____ |
| E&S Measures? | Yes____ | No____ |

Use this space to explain any applicable items that are marked above:

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 1331.10 of the Charles Town S/LD Ordinance and relevant provisions of the Charles Town City Code.

Signature of Applicant

_____ Date _____

Signature of Property Owner (If different than Applicant)

_____ Date _____

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

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

FOR CITY USE ONLY

Application #: _____ Date Received: _____

Fee \$: _____ Check #: _____ Receipt #: _____

SA Approval: _____ Date: _____

PC Approval: _____ Date: _____

Comments:

Site Inspected By: _____ Date of Inspection: _____

Additional E&S measures needed? Yes ____ No ____

If yes, describe the measures:

Violations of the approved plan found? Yes ____ No ____

If yes, describe the violations:

Mitigation Strategy:
