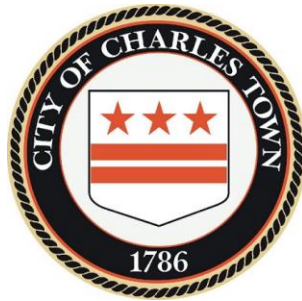


Application No. _____



BOUNDARY LINE ADJUSTMENTS, MERGER, AND VACATIONS

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE SECTION 1332.07

To assist the Subdivision Administrator in the review of a Section 1332.07, Boundary Line Adjustments, Merger, and Vacations Application, the Applicant must utilize this form to supply the City with the information prescribed under Section 1332.07 of the Charles Town Subdivision Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's S/LD Application as required by Ordinance Section 1332.07. Applicant is responsible to ensure the standards of Ordinance Section 1332.07, Boundary Line Adjustments, Merger, and Vacations, are met and provided herein is a checklist of the requirements.

1. DATE _____, 20____

2. APPLICATION TYPE Boundary Line Adjustment

Merger

Vacation

3. APPLICANT'S NAME* _____

Address: _____

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

Email Address _____

4. PROPERTY OWNER'S NAME _____

Address: _____

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

Email Address _____

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

Property Address: _____

Tax Map # and Parcel: _____

Deed Book and Page #: _____

Property Area in Square Feet or Acres: _____

6. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

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

8. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date

9. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

Yes (Please specify nature of all proceedings and current status and attach any documents showing court decisions, etc.)

No

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 1332.07 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 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: \$ _____ Paid: \$ _____ Check No. _____

Receipt No. _____

Subdivision Administrator Approval: _____ Date: _____

Planning Commission Approval: _____ Date: _____

Comments/Conditions: _____



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

File Number: _____

Staff Initials: _____

Fees Paid: _____

Phone: (304) 725-2311 ☐

Fax (304) 725-1014

<https://goo.gl/KGzDMZ>

Boundary Line Adjustments, Merger, and Vacations Checklist
Amended 2017 Subdivision 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 Boundary Line Adjustments, Merger, Vacations 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 Boundary Line Adjustments, Merger, and Vacations 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
	SUBDIVISION ORDINANCE							
	Section 1332.07, Boundary Line Adjustments, Merger, and Vacations Requirements							
A	The Planning Commission may approve the vacation or alteration of the boundary of any Lot or parcel of land established as part of an otherwise valid and properly recorded Final Record Plat provided the following conditions are met:							
A1	Such vacation or alteration shall not result in the creation of additional buildable Lots;							
A2	The revised Final Record Plat shall represent the same general Lot relationships as shown in the original Final Record Plat approved prior to the boundary line adjustment or involve only the relocation or alteration of Streets, Alleys, Easements for public passage, or other public areas with no direct impact to any privately- owned Lot (except Lots owned by the applicant for vacation or alteration); and							
A3	No Easements or utility right-of-way shall be relocated or altered without the express consent of all Persons holding interest therein.							
B	The Zoning Administrator may approve a minor boundary line adjustment or merger as defined in Section 1332.02(A)(1)(b) and (c). Such approval may be granted provided the conditions of this section is met.							
C	A boundary line adjustment, merger, or vacation shall result in Lots which conform to the requirements of this Ordinance and the Charles Town Zoning Ordinance, or in the case of existing non-conforming Lots, does not increase the extent of non-conformance. The revised Final Record Plat properly delineating the boundary line adjustment or vacation shall be in a form approved by the Subdivision Administrator and shall, in addition to the required approval signatures and seal and signature of a certified Professional Engineer or Professional Land Surveyor, contain a statement as follows:							
	"THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND (HERE INSERT A CORRECT DESCRIPTION OF THE LAND SUBDIVIDED) IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY."							
	The statement shall be signed and duly acknowledged before an officer authorized to acknowledge deeds. The applicant shall record the revised Final Record Plat reflecting the boundary line adjustment or vacation in the Office of the Jefferson County Clerk within 120 days of approval by the Planning Commission, as evidenced by stamp and signature thereon.							
D	A boundary line adjustment, merger, or vacation shall note the following information:							
D1	A note stating: "This change to the lot line(s) does not create a setback violation or increase the non-conformity of any existing setback violation."							
D2	The Zoning District and depicts the setbacks.							
D3	The district or municipality, county and state where the subject property is located.							
D4	The date of the Final Plat.							
D5	Surveyors Signature. Certification of the Surveyor of Record as to the preparation and accuracy of the plat, along with the Surveyor of Record's professional seal and signature.							
D6	The Jefferson County tax map and parcel numbers, and deed book and page numbers of the recorded deed into the current owner(s).							
D7	"This property is not (is) in an area designated as a special flood area, as shown on Community Map/Panel Number ____ / ____, Effective date _____."							

	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
D8	A computation of the total tract area and a computation of the land area included in the right-of-ways and easements.							
D9	Existing easements and right-of-ways accurately identified, located, dimensioned and drawn to scale. Provide reference to deed book and page and/or plat book and page whichever applies.							