



**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>

**Final Subdivision Plat and/or Land Development Review 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 Subdivision and Land Development Plan 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 - 24 x 36 Sets of Subdivision and/or Land Development Plans and Adobe PDF Format
- \_\_\_\_\_ 5 - 11 x 17 Sets of Subdivision and/or Land Development Plans and Adobe PDF Format

Sub-Section	<b>Ordinance Requirements:</b> <b>(See instructions on page 2)</b>	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
<b>Sub-Section</b>	<b>SUBDIVISION ORDINANCE</b> <b>Section 1332.06, Final S/LD Application Requirements</b>							
	Final S/LD Applications are applicable to <b>both Minor Subdivisions/Land Developments and Major Subdivisions/Land Developments</b> . Final S/LD Applications shall contain the following, organized below into two categories: <b>Final Plat</b> and <b>Additional Items</b> .							
B	<b>Final Plat.</b> A Final Plat prepared by a registered Professional Engineer or Land Surveyor licensed to practice in the State of West Virginia and meeting the following requirements:							
B1	<b>Scale.</b> The scale of the Final Plat shall be not smaller than one inch equals 100 feet (1" = 100')							
B1	<b>Size.</b> The sheet size shall be 18" x 24" with a one and one-half inch (1-1/2") margin for binding along the left edge. When more than one sheet is required, an index sheet of the same size shall be submitted showing the entire parcel(s) subject to the Subdivision/Land Development drawn to scale.							
B2	<b>Submission Requirements.</b> Two (2) original paper copies, and one (1) original mylar copy, of the Final Plat shall be submitted. The Final Plat also shall be submitted in Adobe PDF format, or such other software formats as are acceptable to the Planning Commission and CAD/GIS compatible with the City's current software. Following approval of the Final S/LD Application and stamping and signature of the Final Plat by the Planning Commission, one (1) paper copy and the one (1) mylar copy shall be returned to the applicant as the Final Record Plat for recordation in the Office of the Clerk of Jefferson County. Notwithstanding the foregoing, when the applicant elects to seek Final Plan & Plat approval as the initial and only step as outlined in Section 1332.01(A)(3)(a) above, three (3) original paper copies shall be submitted rather than two (2) copies, and five (5) additional 11" x 17" photocopies of the Final Plat shall be submitted to the Planning Commission prior to the <u>public hearing on the Final S/LD Application</u> .							
B3	<b>Survey Items and Courses.</b> The courses, boundaries, lines, and curves shown on the Final Plat, other items related thereto, and the survey by which such items are located, shall meet the following requirements:							
B3a	All boundaries and property corners on the Final Plat shall be referenced to magnetic meridian and show declination from true north.							
B3b	All boundaries and property corners shown on the Final Plat shall be tied to state plane coordinates or shall be referenced to magnetic meridian and show declination from true north. If the Subdivision/Land Development is referenced to the state grid, northing and easting coordinates shall be shown for a minimum of three key boundary points. The Final Plat shall specify the average grid factor and reflect all distances as geodetic.							
B3c	For all boundary lines (including those of Lots created by Subdivision), lengths of courses shall be shown to the hundredths of a foot and all bearings to at least minutes. Such boundary lines shall have been determined by an accurate survey in the field, balanced and closed with an error of closure not to exceed 1:20,000.							
B3d	True bearings and distances shall be shown to nearest established street bounds, other established survey lines, or other official Monuments (which Monuments shall be located or accurately described on the plat).							
B3e	Any established survey of municipal boundaries shall be accurately marked with Monuments and located on the Final Plat.							

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B3f	The accurate location and material of all permanent Monuments shall be shown. Identify monuments and markers according to type and whether "found", "set", or "to be set."							
B3g	Show the location and description lot markers and permanent concrete control monuments. The lot markers and permanent concrete control monuments shall be in accordance with state law. Where possible, permanent concrete monuments should be intervisible; at least 750 feet apart; away from future roadwork; and at least 2 per section or block.							
B3h	The lengths and bearings of all chords, radii, points of curvature and tangent bearings shall be accurately reflected.							
B4	<b>Contents. The Preliminary Plat shall contain a Cover Sheet and Property Map:</b>							
B4a	<b>Cover Sheet.</b>							
B4a1	Name of the proposed Subdivision/Land Development, which shall not duplicate or closely approximate the name of any other Subdivision in Jefferson County, and the words "Final Subdivision/Land Development Plat."							
B4a2	The district or municipality, county and state where the subject property is located.							
B4a3	The names, addresses and telephone of the property owner or owners, the subdivider/Developer, and the registered Professional Engineer or Land Surveyor licensed to practice in the State of West Virginia who prepared the Final Plat, along with the professional's seal.							
B4a3a	A Certificate by such Professional Engineer or Land Surveyor to the effect that: the plat represents a survey made by him/her; all Monuments and improvements indicated thereon actually exist, and that their location, size and material are correctly shown; he/she is familiar with all requirements of this Ordinance; and, to his/her best knowledge and belief, all requirements of this Ordinance have been fully complied therewith.							
B4a4	A vicinity map at a scale of approximately one (1) inch equals 400 feet (1" = 400'), showing the boundary lines of the tracts and Streets immediately adjoining the parcel(s) subject to the proposed Subdivision/Land Development, and between the proposed Subdivision/Land Development and the nearest highways or thoroughfares.							
B4a5	The date of the Final Plat.							
B4a6	A sheet index.							
B4a7	Final Plat Number assigned by the Subdivision Administrator.							
B4a8	Revisions table.							
B4a9	Designation of Zoning District(s).							
B4a10	Show building setback lines and note the building setbacks on the plat.							
B4a11	Signature block for final approval by the Planning Commission and the affixing of the Planning Commission's seal.							

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	<p>"This Preliminary Plan and Plat was approved by the City of Charles Town, on the ____ day of _____, 20__, subject to any conditions specified hereon.</p> <p>All expenses incurred with respect to improvements for all utility services, paving, grading, landscaping, curbs, gutters, sidewalks, road lighting, road signs, flood protection devices, drainage structures and all other improvements that may be required shall be the responsibility of the subdivider and not the City."</p> <p>*Signed and dated by the Secretary of the Planning Commission</p>							
B4a12	<p>Owners Signature. For major subdivisions, a Statement of Acceptance placed on the plat cover sheet, signed and dated by the developer/subdivider. The Statement shall read: "The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon; and to complete all the improvements required by the preliminary plat."</p>							
	<p>For minor subdivisions, a Statement of Acceptance placed on the plat cover sheet, signed and dated by the developer/subdivider. The Statement shall read: "The developer, in signing this plat, agrees to abide by all conditions, terms and specifications provided hereon."</p>							
B4a13	<p>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. The Statement shall read:</p>							
	<p>"I hereby certify that the plan shown and described hereon is a true and correct survey to the accuracy required by the City of Charles Town and that the monuments have been placed as shown hereon."</p>							
B4a14	<p>A computation of the total tract area and a computation of the land area included in, lots, right-of-ways and easements.</p>							
B4a15	<p>Location, dimensions and area of property for public use or to be conveyed to an owner's association. Location, dimensions and area of proposed conservation, open space, or restrictive easements</p>							
B4a16	<p>"This property is not (is) in an area designated as a special flood area, as shown on Community Map/Panel Number ___/___, Effective date _____."</p>							
B4a17	<p>Note on the plat, the West Virginia Division of Highways entrance permit number and provide a copy of the entrance permit.</p>							
B4a18	<p>Such other conditions, certificates, affidavits, endorsements, dedications or agreements as may be deemed necessary by the Planning Commission.</p>							
B4a19	<p>Provide a list of variances/waivers on the Final Plat cover sheet in accordance with Section 1332.05(B)(4)(a)(17). (Shall be provided regardless if variances/waivers were granted)</p>							
B4b	<b>Property Map (scale 100' = 1" or less):</b>							
B4b1	North arrow and scale (both numerical and graphic).							
B4b2	The boundary lines of the parcel(s) subject to the Subdivision/Land Development, accurate in scale and bearing, together with a legal description of such parcel(s).							

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B4b3	The Jefferson County tax map and parcel numbers, and deed book and page numbers of the recorded deed into the current owner(s), of each parcel subject to the Subdivision/Land Development.							
B4b4	The location and names of adjoining Subdivisions, and the locations and tax map and parcel numbers of adjoining parcels of land, deed book reference, zoning district and use, together with the names of the owners of record of such parcels. Departure lines for adjoining properties shall be shown on the plat. This shall be shown on all applicable sheets.							
B4b5	The layout, lot numbers and dimensions of proposed Lots.							
B4b6	Existing easements and right-of-way's accurately identified, located, dimensioned and drawn to scale. Provide reference to deed book and page and/or plat book and page whichever applies.							
B4b7	Proposed easements and right-of-way's (roads, sidewalks, drainage, utilities, etc.) identified, located, dimensioned and drawn to scale. Roads shall be named.							
B4b8	Show and identify reservations of land for public or semi-public use.							
B4b9	Location, width, and names of all existing streets or alleys within 100 feet of the project site, including State Route numbers if applicable.							
B4b10	Descriptive lines inside the tract boundary:  Tract boundary - heavy dashed and two dotted lines Lot boundaries - medium solid lines Right-of-ways - heavy solid lines Restriction lines - medium dashed lines Easements and other reserved areas - medium dotted lines							
B4b11	Property lines of adjacent tracts - medium dashed and two dotted lines Lot boundaries - light solid lines Right-of-ways - medium solid lines Restriction lines -light dashed lines Easements and other reserved areas - light dotted lines							
	(NOTE: Descriptive lines outside the tract boundary are useful for purposes of tract location and orientation. However, such outside lines are not within the scope of the subdivision being platted and should not be given dimensions which might confuse existing descriptions on record).							
B4b12	The location (by lines and bearings), widths (or other relevant dimensions), and names of all existing or platted Streets, Alleys, public ways, pavement and Easements/rights-of-way, within and adjacent to the parcel subject to the Subdivision/Land Development, and other important features such as existing permanent Buildings, large trees, railroad lines, Watercourses, etc. The general purpose of Easements and rights-of-way shall be indicated.							

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B4b13	The location (by lines and bearings) and widths (or other relevant dimensions) of proposed Streets (together with the proposed names of such Streets, as to which the applicant must obtain the approval of the Jefferson County Addressing Office), public ways, pavement and Easements/rights-of-way for sanitary sewers, Stormwater Management Facilities, other utilities, and other purposes, with respect to which the pavement width of Streets shall be centered upon the center line of each such Street; Easements for sanitary sewers and other utilities customarily shall be located within the paved portion of the Street Right-of-Way unless otherwise approved by the City of Charles Town Utility Board, and at least five (5) feet of Easement shall be provided on each side of the center of any such utility line. Where the adjoining State Road has a right-of-way of less than 50 feet wide, either a fee simple dedication or a road improvement easement will be provided which is a minimum of 25 feet wide measured from the existing centerline of the State road right-of-way. Future easements and right-of- ways that may serve at a future date to connect with adjoining properties. The general purpose of Easements and rights-of-way shall be indicated. All setbacks shall be measured from the newly designated right-of-way.							
B4b14	The required front, side, and rear yard Setbacks as set forth in the City of Charles Town Zoning Ordinance and incorporated herein by reference under Section 1331.08, or at a greater depth established by restrictions, covenants and/or conditions in deeds, declarations, or other documents of record (or to be recorded). See Section 1332.04(D)(6).							
B4b15	The accurate layout of all property intended to be dedicated for public use, together with a clear statement or designation of the public use for which any property is to be dedicated; and the accurate layout of all property intended to be reserved for the common use of the property owners in the Subdivision/Land Development, together with a clear statement or designation of such common use for which any property is to be reserved, including all private restrictions, covenants and/or conditions to which the property will be subject; provided that, all such statements, designations, restrictions, covenants and/or conditions may instead be incorporated in a proper deed or other effective declaration duly of record in the Office of the Clerk of Jefferson County or to be recorded in such office together with the Final Record Plat.							
B4b16	Delineation and location of any stream within or adjoining the subject parcel and the Floodplain.							
B4b17	Location of municipal boundary lines, if applicable.							
B4b18	Location of Zoning District boundary lines if they border upon or cross any part of a parcel subject to the proposed Subdivision/Land Development.							
B4b19	All survey Monuments, lot corners, block markers, and benchmarks, together with their description, including location and description of all U.S.G.S. survey control Monuments, or equivalent.							
C	<b>Additional Items.</b> The following items shall be submitted as part of a Final S/LD Application with respect to a Minor Subdivision/Land Development, to the extent such items are applicable to the proposed Minor Subdivision/Land Development. Such items are instead required as part of the Preliminary S/LD Application for a Major Subdivision/Land Development.							

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C1	Stormwater Management Plan. A Stormwater Management Plan prepared in accordance with Section 1334.01. Approval of the Stormwater Management Plan is a pre-requisite for approval of the Final S/LD Application pursuant to Section 1334.01(E).							
C2	Written Report. A written report specifying the following items:							
C2a	The names and addresses of the owners of record of the parcels adjoining the parcel(s) subject to the Subdivision/Land Development, based upon information available in the Offices of the Clerk and Assessor of Jefferson County.							
C2b	The proposed uses to be conducted upon any portion of the parcel(s) subject to the Subdivision/Land Development.							
C2c	A description of the actual or intended uses, to the extent known, of all parcels adjoining the parcel(s) subject to the Subdivision/Land Development.							
C3	A final list of restrictive covenants and/or the declaration in accordance with the West Virginia Uniform Common Interest Ownership Act shall be submitted with the Final Plat. However, they shall not become part of the Final Plat.							
<b>Sub-Section</b>	<b>SUBDIVISION ORDINANCE Section 1333.02, Street Design Standards</b>							
N	Where a Subdivision/Land Development abuts or contains existing or proposed Primary Street or railroad right-of-way, the Planning Commission may require the separation of local and through traffic. This shall be achieved by one of the means listed below: 1. Another street type, separated from the Primary Street by a planting strip, or; 2. Reverse frontage Lots, with the Lots fronting on an interior local Street and having a non-access reservation along the rear property line, or; 3. A local Street may be provided along the rear lot line providing vehicular access to the Lots abutting the Primary Street. Where any of these means are used, the statement "vehicular ingress and egress restricted" shall be shown with limits on the Preliminary and Final Plats and no Driveways or Access Drives shall have direct access to the Primary Street.							
<b>Sub-Section</b>	<b>SUBDIVISION ORDINANCE Section 1333.03, Street Intersection Design Standards</b>							
D1	Except as noted in Section 1333.03(D)(2) below, Clear Sight Triangles of 150 feet, measured along Street Right-of-Way Lines from their points of intersection, shall be provided at all intersections. No Building, Structure, or other physical feature higher than 30 inches (2'-6") above the centerline of the Street shall be allowed within such sight triangles. The Sight Distance shall be shown as a triangular Sight Distance on Preliminary and Final Plats submitted to the Planning Commission. Such triangle shall serve as a permanent Setback line for all such visual obstructions and shall be binding upon present and future owners of the land.							
<b>Sub-Section</b>	<b>SUBDIVISION ORDINANCE Section 1333.24, Monuments</b>							
C2	Preliminary and Final Plats shall show the location of required permanent Monuments.							