



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>

Preliminary Subdivision 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 application.
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.

Required Submittal Information

- _____ 1 Check for Application 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

	<p align="center">Ordinance Requirements: (See instructions on page 2)</p>	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 1332.05, Preliminary S/LD Application Requirements							
	Preliminary S/LD Applications are applicable only for Major Subdivisions/Land Developments . Preliminary S/LD Applications shall contain the following, organized below into three categories: Preliminary Plat Supplemental Construction/Development Plans & Drawings Additional Items							
B	Preliminary Plat. A Preliminary 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	Scale. The scale of the Preliminary Plat shall be not smaller than one inch equals 100 feet (1" = 100')							
B1	Size. The sheet size shall be 24" x 36" 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	Submission Requirements. Three (3) copies of the Preliminary Plat shall be submitted. The Preliminary Plat also shall be submitted in Adobe PDF format. Five (5) additional 11" x 17" photocopies of the Preliminary Plat shall be submitted to the Planning Commission prior to the public workshop on the Preliminary S/LD Application.							
B3	Survey Items and Courses. The courses, boundaries, lines, and curves shown on the Preliminary 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 Preliminary Plat shall be referenced to magnetic meridian and show declination from true north.							
B3b	All boundaries and property corners shown on the Preliminary 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 Preliminary 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 one (1) to twenty thousand (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 Preliminary Plat.							
B3f	The accurate location and material of all permanent Monuments shall be shown. A key to all symbols. (Identify monuments and markers according to type and whether "found", "set", or "to be set").							

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							X	Unacceptable
B3g	The lengths and bearings of all chords, radii, points of curvature and tangent bearings shall be accurately reflected.							
B4	Contents. The Preliminary Plat shall contain a Cover Sheet and Property Map:							
B4a	Cover Sheet.							
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 "Preliminary Subdivision/Land Development Plat."							
B4a2	The district or municipality, county and state where the subject property is located.							
B4a3	The names, addresses and telephone numbers 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 Preliminary 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 Preliminary Plat.							
B4a6	A sheet index.							
B4a7	Preliminary Plat Number assigned by the Subdivision Administrator.							
B4a8	Revisions table.							
B4a9	Designation of Zoning District(s).							
B4a10	Computational Breakdown:							
B4a10a	Total area (acreage – to the thousandths)							
B4a10b	Open space							
B4a10c	Conservation Easements or other restrictive easements							
B4a10d	Stormwater Management Areas							
B4a10e	Remaining acreage							
B4a10f	Table of lot area(s) in square feet							
B4a10g	Gross and net density per acre							
B4a10h	Rights-of-ways and easements							
B4a11	Signature block and statement for Preliminary Plan and Plat approval by the Planning Commission. The statement shall read:							

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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	Signature block for Engineer and/or Surveyor. A Statement of Accuracy shall be placed on the Preliminary Plat and Plan and the Final Plan and Plat cover sheet, signed and dated by the Engineer and/or Surveyor. The Statement shall read:							
	"The Engineer and/or Surveyor, in signing this plat/plan, attests to the best of his or her knowledge, is plan is complete and accurate."							
B4a13	Signature of Owner. A Statement of Acceptance shall be placed on the Preliminary Plat and Plan and the Final Plan and Plat cover sheet, signed and dated by the developer/subdivider. The Statement shall read:							
	"The developer, in signing this plat/plan, agrees to abide by all conditions, terms and specifications provided hereon; and to complete all the improvements required by the Preliminary Plat and Plan or site plan."							
B4a14	"This property is not (is) in an area designated as a special flood area, as shown on Community Map/Panel Number____ /____, Effective date _____."							
B4a15	Note on the plat or plan, the West Virginia Division of Highways entrance permit number and provide a copy of the entrance permit.							
B4a16	Note on the plat or plan, the West Virginia Department of Environmental Protection (DEP) permit numbers for all DEP approvals required for the project.							
B4a17	A table, as provided, listing waivers approved by the Charles Town Planning Commission and variances approved by the Charles Town Board of Zoning Appeals shall be placed on the Preliminary Plat, Site Plan or Final Plat cover sheet, as applicable. If no waivers or variances are granted, then a statement of "None Granted," shall be placed in the table.							
B4b	Property Map (scale 100' = 1" or less).							
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).							
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.							

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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 or plans. This shall be shown on all applicable sheets.							
B4b5	The layout of existing and proposed lots, lot numbers and dimensions and area in square feet for each of the proposed Lots.							
B4b6	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.							
B4b7	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.							
B4b8	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 shall 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-way's 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.							
B4b9	Contours, normally with intervals of two (2) feet, referenced to a permanent benchmark, or as may otherwise be required by the Planning Commission for good cause in appropriate circumstances, including such projection of such contours onto adjoining lands as may be necessary to indicate the desirability or likelihood of extension of Streets and other Improvements to or from adjoining lands.							
B4b10	Show and note 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 1332.05(D)(6).							

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B4b11	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; <i>provided that</i> , 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.							
B4b12	Delineation and location of any significant environmental features, including without limitation:							
B4b12a	Streams							
B4b12b	Wetlands							
B4b12c	Floodplains							
B4b12d	Soils							
B4b12e	Highly Erodible Soils							
B4b12f	Riparian areas and tree lines							
B4b13	Location of municipal boundary lines, if applicable.							
B4b14	Location of Zoning District boundary lines if they border upon or cross any part of a parcel subject to the proposed Subdivision/Land Development.							
B4b15	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	Supplemental Construction/Development Plans and Drawings. If the proposed Subdivision or Land Development contemplates Structures or other Improvements upon the land, supplemental construction/development plans and drawings that include and illustrate the following information shall constitute, and be submitted as, part of the Preliminary S/LD Application, to the extent such information is applicable to the proposed Subdivision/Land Development:							
C1	<i>Site Map (scale of 1" = 50' or less) .</i>							
C1a	Locations of existing and proposed water, sanitary sewer, gas, electric and all other underground utilities, including locations, size and composition of all main lines, valves, manholes, fire hydrants and other equipment and fixtures. A note on the plan shall state: "All proposed utilities shall be located underground."							
C1b	Location of all street signs and traffic control signs required pursuant to Section 1333.04 of this Ordinance.							
C1c	Proposed Streets that are clearly aligned with existing Streets shall bear the name of the existing Street. In no other case shall the names of the proposed Streets be duplicated or be phonetically similar to an existing street name, irrespective of the suffix: street, avenue, court, place, boulevard, land, drive, or other. All proposed Street names shall be submitted to the Jefferson County Addressing Office for approval.							
C1d	Existing conditions sheet noting:							
C1d1	Built structures.							

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C1d2	Power transmission towers or power lines and cable and telephone lines.							
C1d3	Historic areas or features.							
C1d4	Existing restrictive easements, other easements, and rights-of- ways and use.							
C1d5	Parks and/or public open space.							
C1d6	Forested areas and tree groves.							
C1d7	Wetlands, water features and swamps, including floodplains. Show the limits of the 100-year floodplain and any delineated wetlands. Show culverts, bridges, and drains.							
C1d8	Outstanding topographic features, including prominent rock outcroppings.							
C1d9	Sinkholes or depressions.							
C1d10	Location, width, and names of all existing streets or alleys within 100 feet of the project site, including State Route numbers if applicable.							
C1d11	All existing easements and right-of-way's shall be accurately identified, located, dimensioned and drawn to scale. Provide reference to deed book and page and/or plat book and page whichever applies.							
C1e	Location and widths of sidewalks and pedestrian/bike trails, if applicable.							
C1f	The location, size and materials of all existing and proposed sanitary sewers and sewerage facilities, equipment, fixtures and Structures within and immediately adjacent to the parcel subject to the Subdivision/Land Development, including: manholes (including the top of casting elevations and invert elevations and materials of construction and diameters of all pipes entering and exiting); sewer main pipe diameters, type, length and slope between all manholes; service lateral pipe size and type; clean-outs; valve pits, and force mains; all together with grades and other specifications designated as "existing" or "proposed."							
C1g	The location, size and materials of all existing and proposed storm sewers, catch basins, culverts and other Drainage and Stormwater Management Facilities, equipment, fixtures and Structures within and immediately adjacent to the parcel subject to the Subdivision/Land Development, including without limitation pipes, channels, and inlets/outlets; all together with grades and other specifications designated as "existing" or "proposed."							
C1h	The location, size and materials of all existing and proposed combined sewer facilities, equipment, fixtures and Structures within and immediately adjacent to the parcel subject to the Subdivision/Land Development, including manholes and drop inlets (including the top of casting elevations and invert elevations and materials of construction and diameters of all pipes entering and exiting); combined sewer main pipe diameters, type, length and slope between all manholes and drop inlets; service lateral pipe size and type; clean-outs; and stormwater detention system piping and appurtenances; all together with grades and other specifications designated as "existing" or "proposed."							
C1i	The location of all vehicular ingress and egress to the parcel(s) subject to the Subdivision/Land Development, and all parking areas proposed thereon.							

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							✓	Ok
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							X	Unacceptable
C1j	The locations and dimensions, to the extent known, of all Buildings and Structures intended to be constructed on the parcel(s) subject to the Subdivision/Land Development.							
C2	<i>Road Plan and Profiles (may be shown on the same sheet) .</i>							
C2a	<i>Road Plan (scale of 1" = 50' or less) .</i>							
C2a1	Stations and profiles of all existing, platted and proposed Streets and Roads at minimum fifty-foot intervals.							
C2a2	Guardrail locations.							
C2b	<i>Road Design Profile (scale of 1" = 50' horizontal and 1" = 5' vertical) .</i>							
C2b1	Proposed grade and existing grade of all proposed Streets and Roads.							
C2b2	Vertical curve data and all changes in grade, in accordance with Section 1333.02.							
C3	<i>Public Street Cross-Sections (scale of 1" = 5' on 50 foot intervals) .</i>							
C3a	Original grade, and Cut and Fill limits.							
C3b	Typical cross section showing road/shoulder width, thickness, type of pavement and base.							
C3c	Location, width and thickness of sidewalks.							
C3d	Location, composition and size of utility main lines.							
C3e	For embankment slopes exceeding a 3:1 horizontal to vertical slope, provide street cross-sections at twenty-five-foot intervals.							
	All supplemental construction/development plans and drawings shall contain such other information as typically contained on professionally-prepared plans and drawings of the same type or otherwise reasonably necessary to understand and interpret the subject drawing, such as title, scale, boundaries, lot locations, date, etc. Proposed easements and right-of-way's (roads, sidewalks, drainage, utilities, etc.) shall identified, located, dimensioned and $\frac{1}{4}$ to scale. Complete design and construction plans, profiles, cross-sections and engineering specifications for roads, sidewalks, curbs and gutters to be installed.							
D	Additional Items. The following items shall be submitted as part of a Preliminary S/LD Application, to the extent such items are applicable to the proposed Subdivision/Land Development.							
D1	<i>Stormwater Management Plan.</i> 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 Preliminary S/LD Application pursuant to Section 1334.01(E).							
D2	<i>Written Report.</i> A written report specifying the following items:							
D2a	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.							
D2b	The proposed uses to be conducted upon any portion of the parcel(s) subject to the Subdivision/Land Development.							
D2c	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.							

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D3	<i>Detail Sheet</i> . A detail sheet showing all applicable details of Improvements to be constructed on the subject parcel(s), together with an infrastructure inventory chart (inlets, culvert, asphalt, concrete, headwall, cleanouts, valves, curbs, gutters, manholes, outfalls, erosion control measures, etc.), and detail of all required street signs and other traffic control devices in compliance with the Federal Highway Administration's Manual on Uniform Traffic Control Devices. Cleanout pipes shall be covered by a valve box and cover to protect against damage of the cleanout pipes.							
D4	<i>Water and Sewer Plans, Profiles and Details</i> . Plans, profiles and details of all proposed water and sewer facilities, equipment, fixtures and Structures, all of which shall be compliant with the requirements of Section 1333.13, including without limitation the following items:							
D4a	Pipe size diameter and classification of pipe							
D4b	Location of valves and fittings							
D4c	Location of all fire hydrants in the proposed water distribution system							
D5	<i>Covenants, Conditions & Restrictions</i> . Two (2) copies of any private restrictions, covenants and/or conditions to which any portion of the parcel(s) subject to the Subdivision/Land Development is subject or will be made subject, whether by deed, declaration or other instrument.							
D6	<i>Setback Table</i> . A chart or table reflecting 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), for the subject parcel(s). The applicant shall show Setbacks by such a chart or table and/or by illustration on the Preliminary Plat, as is most suitable and appropriate to the particular Subdivision or Land Development.							
D7	<i>Agency Reviews</i> . Review comments from relevant local, state, and federal agencies with jurisdiction with respect to the land and activities thereon, and approvals thereby or permits issued thereby, to the extent the same are required. Relevant agencies may include, but are not limited to:							
D7a	City of Charles Town							
D7b	City of Charles Town Utility Board							
D7c	Jefferson County Planning and Zoning Department							
D7d	Jefferson County Addressing Office							
D7e	Jefferson County Board of Education							
D7f	West Virginia Department of Environmental Protection, hereinafter referred to as West Virginia DEP.							
D7g	West Virginia Department of Transportation, Division of Highways, hereinafter referred to as West Virginia DOH.							
D7h	West Virginia State Historic Preservation Office, hereinafter referred to as SHPO.							
D7i	West Virginia Office of Environmental Health Services, hereinafter referred to as OEHS.							
D7j	U.S. Army Corps of Engineers							
D8	<i>Traffic Impact Study</i> . A Traffic Impact Study as required under Section 1333.06(B), Traffic Management Standards, of this Ordinance.							
D9	<i>Landscaping Plan</i> . A plan indicating proposed Landscaping consistent with Section 1333.16, Landscaping Standards, and Buffering and Screening consistent with Section 1333.15, Buffering and and Screening Standards.							

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D10	<i>Lighting Plan.</i> A lighting plan containing the information and items required under Section 1333.14(B)(5).							
D11	Required vs Provided Table for the following:							
D11a	Maximum Density – Net Buildable Area							
D11b	Minimum Lot Size							
D11c	Setbacks							
D11d	Maximum Height or Number of Stories							
D11e	Landscaping							
D11f	Parking Spaces							
D11g	Maximum Lot Coverage							
D11h	Open Space Requirements							
D11h1	As required in the Zoning Ordinance and/or the Subdivision Regulations							
D11h2	Section 1333.17 Park, Recreation and Open Space Amenity Standards							

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Sub-Section	SUBDIVISION ORDINANCE Section 1333.02, Street Design Standards							
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.							
Sub-Section	SUBDIVISION ORDINANCE Section 1333.03, Street Intersection Design Standards							
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.							
Sub-Section	SUBDIVISION ORDINANCE Section 1333.24, Monuments							
C2	Preliminary and Final Plats shall show the location of required permanent Monuments.							
Sub-Section	SUBDIVISION ORDINANCE Section 1333.23, Parking and Loading Standards							
L2a	A dumpster pad shall be constructed of concrete (3,500 PSI minimum) and shall be sized pursuant to industry standards for the dumpster size utilized. Steel bollards set in 16 inch x 16 inch x 16 inch concrete footers shall be provided to guide dumpster placement. Bollard placement shall also be according to industry standards for the dumpster size utilized. Where front wheels sit during the dumping cycle, concrete must be able to withstand up to a 32,000 pound load that bounces. Note on the plans this requirement.							
Sub-Section	ZONING ORDINANCE Section 1323 (W)							
W1-4	When a development is in the Old Town Mixed Use Commercial District (OT-MUC) district or a Planned Unit Development (PUD), Section 1323(W) shall be incorporated.							
Sub-Section	ZONING ORDINANCE Article 1324 Sign							
	Show location of proposed ground mounted sign							

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							X	Unacceptable
Sub-Section	TOWNHOUSE STANDARDS Section 1333.20, Townhouse Development Standards (applies to apartments unless otherwise noted)							
A	<i>Density</i> . The overall density in a townhouse project shall not exceed the Maximum Density specified in the Charles Town Zoning Ordinance for the Zoning District in which it is located except when designed and developed as a Planned Unit Development under provisions set forth in the Charles Town Zoning Ordinance. Density shall be calculated using the Net Buildable Land Area (as such term is defined in the Zoning Ordinance) of the Lot.							
B	<i>Land Area</i> . The Net Buildable Land Area (as such term is defined in the Zoning Ordinance) of a townhouse Development shall equal at least 3,500 square feet for each dwelling unit. Each dwelling unit shall have a minimum lot size of 2,000 square feet. The difference between the Net Buildable Land Area and the total area of the dwelling unit Lots shall be allocated to open space common area.							
C	<i>Tract Frontage</i> . Each townhouse development shall have at least 50 foot of street frontage. This does not apply to single or multiple contiguous townhouses on an existing platted street. For a townhouse development on a pipestem lot, the minimum pipestem width shall be the right-of-way width as required per Table 1333.02.							
D	<i>Townhouse Lot Width</i> . The minimum townhouse lot width shall be in accordance with the minimum lot with specified in the Charles Town Zoning Ordinance for the Zoning District in which the townhouse is located. Each Lot on the end of a row of townhouses shall have an additional width necessary to accommodate the required side yard.							
E	<i>Length of Townhouse Row</i> . There shall be not be more than ten (10) nor less than three (3) contiguously connected townhouse units.							
F	<i>Yards</i> . The following minimum Setback requirements shall apply:							
F1	<i>Front Yard</i> . Each townhouse shall have a minimum front yard Setback that is in accordance with the minimum front yard setback specified in the Charles Town Zoning Ordinance for the Zoning District in which the townhouse is located. Townhouses, however, may be arranged to face onto a common open space. In such instances, such a space shall not be less than fifty (50) feet in width and shall be arranged to permit access for emergency vehicles. With such an arrangement, the front yard requirement may be reduced by ten (10) feet. If the townhouses have rear loaded garages or parking, the setback can be reduced from the required setback distance to zero (0) feet, or any distance in between, provided that no steps or stoops shall be allowed within the right of way or upon sidewalk, unless the sidewalk has a clear walking path of five (5) feet from the closest edge of the steps or stoop to the edge of curb. This reduced setback shall supersede the Zoning Ordinance requirements.							
F2	<i>Side Yard</i> . Each townhouse shall have a minimum side yard Setback that is in accordance with the minimum side yard setback specified in the Charles Town Zoning Ordinance for the Zoning District in which the townhouse is located. . When the yard adjoining the corner Lot along the rear lot line fronts the side Street of the corner Lot, the width of the corner Lot shall be increased to provide a minimum side yard Setback equal to the adjoining front yards.							

	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
F3	<i>Rear Yard</i> . Each townhouse shall have a minimum rear yard Setback that is in accordance with the minimum rear yard setback specified in the Charles Town Zoning Ordinance for the Zoning District in which the townhouse is located. However, access to the rear yard for purposes of maintenance and fire protection shall be accommodated by a private access drive or a minimum ten (10) foot property service easement, which shall be perpetually recorded with each dwelling unit property.							
G	<i>Access Drives and Off-Street Parking</i> . Off-street parking space shall be provided at the rate of 1.8 spaces per dwelling unit. In a Subdivision/Land Development of townhouse Lots, it will not be necessary that off-street parking be provided on a specific Lot so long as the required number of parking spaces are provided in the Subdivision/Land Development for the number of Lots to be served; provided that, no parking area shall be more than 200 feet from the dwelling unit it serves.							
H	Townhouse garages may be attached to or detached from the townhouse unit and may be accessed from either the front or rear yard. When detached the garage structure must be consistent and compatible with the architecture and materials of the respective townhouse unit.							
I	Townhouses abutting each other shall have complimentary but not identical facades.							
J	No more than two abutting townhouses shall have a common roof line.							
K	All electric meters shall be located in the rear of dwelling units, except where a waiver may be granted by the Planning Commission.							
L	When townhouse Lots do not front on a Public Street, they shall front on private roads, parking lots or access Easements. The length and extent of private roads, parking lots or access Easements providing access to Lots shall be minimized, and Public Streets shall be provided in larger Subdivisions/Land Developments when substantial distances are involved. Private roads, parking lots, and access Easements shall be no more than 500 feet from a Public Street, as measured along the centerline of the access Road. Private roads, parking lots, and access Easements may be located up to 800 feet from a public Road where enhanced circulation is provided with two connection points to the Public Street. The average daily trip for private roads, parking lots, or access Easements shall not exceed 250 VPD. Townhouse Developments that include the use of private roads, parking lots and access Easements shall conform to the West Virginia Code Chapter 36B, Uniform Common Interest Ownership Act, as specified under Section 1333.21 of this Ordinance.							
M	<i>Site Coverage</i> . The minimum townhouse lot width shall be in accordance with the minimum lot with specified in the Charles Town Zoning Ordinance for the Zoning District in which the townhouse is located.							
N	Adequate provision shall be made for storage of collection and refuse where applicants desire a centralized collection point(s) in lieu of curb-side trash pick-up. This area shall be screened and the dumpsters placed on a concrete pad pursuant to Article 1333.23(L) of this Ordinance.							
O	Permeable areas of the site shall be planted with ground cover, shrubs, and trees as required by this Ordinance.							
P	<i>Required Open Space</i>							

	Ordinance Requirements: (See instructions on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
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							X	Unacceptable
P1	The difference between the Net Buildable Land Area of a townhouse Development and the total area of the dwelling unit Lots shall be allocated to open space common area as specified in Section 1333.20(B) above.							
P2	In the event that the Planning Commission, by waiver, permits dwelling unit Lots of less than the 2,000 square foot minimum specified in Section 1333.20(B), compensating open space must be established and provided within the project site equal to the aggregate area by which such Lots are under the 2,000 square foot minimum.							
P3	In a townhouse Development, open space for the Subdivision/Land Development must at least equal 30 percent of the Net Buildable Land Area of the Subdivision/Land Development.							
	<i>For <u>apartments</u>, open space requirements are based on the particular Zoning District. Said requirements can be found in the Zoning Ordinance.</i>							
Q	<i>Maintenance of Common Areas</i> . All common areas and facilities including, but not limited to, recreational facilities, off-street parking and common open space shall be maintained in a satisfactory manner without expense to the general taxpayers of the City. In order to insure the maintenance of and the payment of taxes on the commonly held non-public property, a mandatory homeowners association shall be created and a declaration regarding the same shall be recorded to the satisfaction of the Planning Commission in the Office of the Clerk of Jefferson County.							
Sub-Section	SUBDIVISION ORDINANCE Section 1333.23, Parking and Loading Standards							
G	A "Recreational Vehicle" parking spaces shall be provided at a ratio of 1 space minimum and one space per fifty (50) passenger vehicle parking spaces. Such spaces shall be a minimum of twenty-five (25) feet by twelve (12) feet and shall be subject to buffer requirements in 1333.15, Buffer and Screening Standards.							