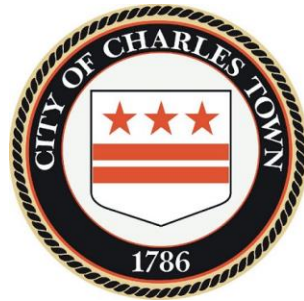


Sketch Plan Application No. _____



SKETCH PLAN APPLICATION

SUBDIVISION AND LAND DEVELOPMENT ORDINANCE ARTICLE 1332, SUBDIVISION AND LAND DEVELOPMENT APPLICATION & APPROVAL REQUIREMENTS

To assist the Subdivision Administrator in the review of a Sketch Plan Application, the Applicant must utilize this form to supply the City with the information prescribed under Section 1332.03 of the Charles Town S/LD Ordinance. The submission of this form, along with the prescribed information and required fees, shall serve as the Applicant's Sketch Plan Application as required by Ordinance Section 1332.03. Applicant is responsible to ensure the standards of Ordinance Section 1332.04, Sketch Plan Requirements, are met and provided herein is a checklist of the Sketch Plan requirements.

1. DATE _____, 20____

2. APPLICATION TYPE* Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance
- Submit Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format
- Major S/LD Development
- Submit Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format

*There are two types of Sketch Plan submissions:

1. For Zoning Use Permit, Special Exception Use and Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance. Submission standards are found in Section 1332.04(D).
2. For a Sketch Plan for a Major S/LD application, submission standards are found in Section 1332.04(E)

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. ARE THERE ANY ANTICIPATED WAIVERS OR VARIANCES? IF YES, PROVIDE DETAILS.

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

10. 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

11. INTERESTED PARTY ADDRESSES, FOR PUBLIC NOTICE (including across street)
 (Interested parties are defined as adjacent properties within 100 feet).

Owner	# and Street	City, State, Zip

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 1332.02 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: _____



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>

Sketch Plan Review Checklist
Amended 2017 Subdivision Ordinance

(please check one) _____ **Major S/LD Application** or
 _____ **Zoning Use Permit, Special Exception Use, or Sketch Plan (requirements found in the Supplemental Regulations of the Zoning 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				
GIS/Addressing				
Return Date				

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 Sketch Plan review submission.

Required Submittal Information

- _____ 1 Check for Application Fees
- _____ 1 Completed Application and Checklist (Signed by owner)
- _____ 3 Sets of Sketch Plans 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 1332.04, Sketch Plan Requirements							
A	THERE ARE TWO TYPES OF SKETCH PLAN SUBMISSIONS: Sections in Red and Blue are depict the different types.							
A1 and D	For: <ul style="list-style-type: none"> • Zoning Use Permit • Special Exception Use • Sketch Plan requirements found in the Supplemental Regulations of the Zoning Ordinance The following information shall be provided for Sketch Plan review:							
D1	Three (3) 11" x 17" copies of the Sketch Plan shall be submitted and in Adobe PDF format.							
D2	The Sketch Plan shall be drawn to a 1"=50' scale							
D2	The Sketch Plan must illustrate the following elements in such a way that the Subdivision Administrator or authorized designee can determine if the proposed Subdivision or Land Development meets the criteria of this Ordinance, as applicable:							
D2a	Existing conditions, including boundary lines of the property							
D2b	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses							
D2c	Vicinity map, north arrow, scale (written and graphic) and date							
D2d	Name of proposed project or other identifying title and date plan was prepared. Name and address of the Engineer, Surveyor, Architect, Landscape Architect, Land Planner or Property Owner who prepared the plan							
D2e	Current zoning and total area of the property							
D2f	Maximum and proposed density							
D2g	Available utilities							
D2h	All existing sanitary sewer facilities and combined sewer facilities							
D2i	Depict location or statement of proposed water and sewer supply and other utility improvements							
D2j	Existing covenants							
D2k	General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures							
D2l	Statement of total acreage of the tract being subdivided or developed							
D2m	Location of proposed Street layout, including connections to adjoining streets or vacant lots							
D2n	The location of sidewalks, trails and crosswalks							
D2o	Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement							
D2p	Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination.							
A2 and E	For a Major S/LD Application . The following information shall be provided for Sketch Plan review:							
E1	Three (3) 18" x 24" copies of the Sketch Plan shall be submitted and in Adobe PDF format.							
E2	The Sketch Plan shall be drawn to a 1"=50' scale							
E2	The Sketch Plan must illustrate the following elements in such a way that the Subdivision Administrator or authorized designee can determine if the proposed Subdivision or Land Development meets the criteria of this Ordinance:							
E2a	Existing conditions, including boundary lines of the property							
E2b	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses							

	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
E2c	Vicinity Map, North arrow, scale (written and graphic) and date							
E2d	Names of the abutting owners, adjoining lot lines and structures on abutting lots within 100 feet of the property							
E2e	Title of the proposed project; the date, month and year the plan was prepared or revised; the name of the applicant(s), owner(s), and contract owner(s) and the name and address of the Engineer, Surveyor, Architect, Landscape Architect, or Land Planner who prepared the plan, including firm name							
E2f	Current zoning and total area of the property							
E2g	Maximum and proposed density based on the Net Buildable Land Area							
E2h	Available utilities							
E2i	All existing sanitary sewer facilities and combined sewer facilities							
E2j	Depict location or statement of proposed water and sewer supply and other utility improvements							
E2k	Existing covenants							
E2l	General layout of any proposed number of Lots, average Lot sizes and any proposed commercial uses, including any associated parking. Include proposed height of structures							
E2m	Statement of total acreage of the tract being subdivided or developed, including the Net Buildable Land Area							
E2n	The approximate acreage in common open space, in each use and housing type and in roads, streets or rights-of-way for the total development							
E2o	The proposed number of dwelling units of each type in each in the total development							
E2p	Location of proposed Street layout, including connections to adjoining streets or vacant lots							
E2q	The location of sidewalks, trails and crosswalks, as may be applicable							
E2r	Proposed open space and/or recreation areas, including notes on the plan describing the proposed use, activity area and/or improvement. The amount, approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space							
E2s	The location of environmental sensitive land to be included in common open space							
E2t	Notes indicating any modifications, waivers, variances, special exceptions and/or conditional uses that are required							
E2u	The location and extent of proposed buffers							
E2v	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels. The location and arrangement of street entrances, driveways and parking areas							
E2w	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed							
E2x	Any other information requested by the Subdivision Administrator in order for the Subdivision Administrator to make an accurate determination							
Sub-Section	SUBDIVISION ORDINANCE Section 1333.01, General Site Planning and Design Specifications							
D1d	There is no requirement that a Sketch Plan or Preliminary Plat show phasing.							