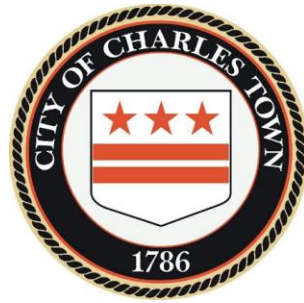


S/LD Application No. _____



SUBDIVISION AND LAND DEVELOPMENT 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 Subdivision and Land Development (S/LD) Application, the Applicant must utilize this form to supply the City with the information prescribed under Section 1332.03 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 1332.03.

1. DATE _____, 20____

2. APPLICATION TYPE
- Minor Subdivision | Final S/LD Plan
 - Major Subdivision Development*
 - Preliminary S/LD Plan and Final Plat
 - Major Land Development**
 - Preliminary S/LD Plan
 - Major Subdivision and Land Development***
 - Preliminary S/LD Plan and Final Plat

*Conventional Subdivision – A Preliminary Plan and Plat Approval and a Final Plan and Plat Approval is required.

**No Division/Merger of Land – A Preliminary Plan and Plat Approval is required for the submission of a building or multiple buildings on one lot where there is no subdivision of land (commonly referred to as a site plan).

***A Preliminary Plan and Plat Approval and a Final Plan and Plat Approval is required for the submission of a building or multiple buildings that will require the merger, adjustment or subdivision of land.

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. 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

10. 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

11. PLAN/PLAT SUBMISSION TO OTHER AGENCIES (Documentation of all required approvals must be attached to this Application or submitted prior to Preliminary S/LD Application approval)

Agency (Specify others as applicable)	Submittal Date	Approval/Permit Issued	Date of Approval/Issuance
City of Charles Town City of Charles Town Utility Board			
Jefferson County Planning and Zoning Department			
Jefferson County Addressing Office			
Jefferson County Board of Education			
WV Department of Environmental Protection			
WV Department of Transportation, Division of Highways			
WV State Historic Preservation Office			
WV Office of Environmental Health Services			
U.S. Army Corps of Engineers			

12. FEE CALCULATION (Per Fee Schedule)

AMOUNT PAID \$ _____

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 1332.03 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/Plat (Three (3) copies at 24" x 36", Adobe PDF format, and Five (5) copies at 11" x 17") 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: _____
