



JEFFERSON COUNTY, WEST VIRGINIA
Departments of Planning and Zoning
 116 East Washington Street, 2nd Floor, P.O. Box 338
 Charles Town, West Virginia 25414

File Number: _____
 Staff Initials: _____
 Fees Paid: _____

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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Final Plat Review Checklist

1979 Subdivision Ordinance

Conventional or Minor (please check one)

Subdivision Name: _____

Property Owner Information

Property Owner: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____
 Phone Number: _____ Email: _____
 Signature: _____ Date: _____

Applicant's Registered Engineer or Surveyor, or 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 District Residential Industrial Residential-
 Rural Growth Commercial Light Industrial-
 (R) (RG) (IC) Commercial
 (R-LI-C) Village
 (V)

Review Date	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
County Engineer				
Zoning Administrator				
Planner				
Assessor's Office				
GIS / Addressing				
Director of Planning & Zoning	X			
Return Date				

County Engineer Approval Stamp

Applicable Dates

Advertised Date:	
Hearing Date:	
Approval Date:	
Approval Expiration (90 days from Approval):	
Recordables Approved:	

Reviewing Agencies Comments (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.
2. The checklist shall be completed by the Engineer/Surveyor and attached to the final-plat review submission. The engineer/surveyor shall note in the “Surveyor” column where each item on the checklist is addressed on the final plat.
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.

	<i>Ordinance Requirements: (See instructions on page 2)</i>	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 Article 8, Section 8.1.C (Page 35)							
1	A 1/2" border along all sides except the left side (an 18" side) which shall have a 1-3/4" border for binding.							
2	Title Block: Lower right corner with Subdivision Name and Jefferson County, WV.							
2a	Tax District, Tax Map, and Parcel No.; Deed Book and Page No.							
2b	Property Owner's or Developer's Name, Address, and Phone No.							
2c	Engineer/Surveyor of Record's Name, Address, and Phone No.							
3	North Arrow, Graphic Scale (on all plat plan views), and Plat Date.							
4	A small scale inset map showing the general location of the subdivision; Location Map: 1"=2000', or other approved scale.							
5	If applicable, a small scale inset map showing the general location of the subdivision section relative to other sections of the same subdivision.							
6	Parcel/Perimeter Boundary: Show bearings, distances and corner markers.							
	Provide error of Closure note stating 1:7500 or better.							
7	Show the location and description lot markers and permanent concrete control monuments. Where possible, permanent concrete monuments should be at least 750' apart; away from future roadwork and at least 2 per section or block.							
8	Lot Boundary Lines: described by bearings and distances.							
9	Lot numbers: numbered in logical order.							
10	Symbol Key: identify corners, markers, monuments, etc. by type and whether "found," "set," or "to be set."							
11	Existing Easements and ROW: Shown on plat, otherwise provide note stating there are none.							
12	Proposed Easements and ROW: Shown on plat, otherwise provide note stating there are none.							
13	Future Easements and ROW: Shown on plat, otherwise provide note stating none are proposed.							
14	Adjoiners: By owner name, tax map, parcel, deed book, and page number. Show departure lines for each adjoining property.							
15	Provide a copy of restrictive covenants or declaration in accordance with the WV Uniform Common Interest Ownership Act with the Final Plat.							
16	Septic Suitability Note, per Art. 8, Sec. 8.1.C.16 on page 37.							
17	A Statement of Acceptance placed on the plat cover sheet, signed and dated by the developer.							

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18	Reservations of land for public or semi-public use: show on plat.							
19	Show building setback lines and note setback distances on the plat.							
20	Engineer's/Surveyor's Certification as to accuracy of the plat.							
21	Well Grouting Note, per Sec. 8.2.D.4 on page 53.							
21.a	Blanket Easement Note: in all subdivision ROW for future PSD construction of water and sewer, per Section 8.2.A.22 on page 46.							
21.b	Public Service Connection Note: for well and/or septic systems, note requiring future connection, per Sec. 8.2.D.7 (page 53).							
21.c	FEMA Flood Zone Designation Note: show on plat.							
21.d	Road Maintenance Arrangement per Section 13.2 on page 81.							
22	Show computations table of total tract area, ROW, and common area.							
23	Lot Area: to nearest 0.01 acre or to the nearest 100 square feet.							
24	Curve Data: R, Delta, Arc, Chord, Chord Bearing, and Tangent.							
25	Descriptive Lines inside Tract Boundary.							
26	Descriptive Lines outside Tract Boundary.							
27	Engineer's/Surveyor's Bonding Cost Estimate.							
28	Signature block placed on the plat cover sheet for the signature of the Director of Planning and Zoning and the affixing of the PC's Seal.							
Sub-Section	SUBDIVISION ORDINANCE Article 8, Section 8.2.E (Page 55)							
1	Minimum Lot Size: 10,000 sq. ft. - central water and sewer system; 20,000 sq. ft. - central water or swere system; 40,000 sq. ft. - individual water and sewer facility.							
3	Minimum Road Frontage: 80' and Lot Depth to Width Ratio 3:1 max.							
4	Acute Lot Corners: lot corner angles no less than 60°.							
Sub-Section	SUBDIVISION ORDINANCE Article 13 (Page 81)							
1	Homeowners Association: note on plat (if applicable).							
2	Road/Common Land Maintenance: note on plat.							

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Section	ZONING ORDINANCE Article 4 (Page 31)							
4.6	Distance Requirements							
4.11.G	Wetlands/Sensitive Natural Area Buffer Note: provide buffer per Sec. 4.11.G on Page 37.							
	OTHER ITEMS							
	Lot Access limited to interior roads only.							
	Health Department Permits on file and Permit No. on plat.							
	WVDOH Entrance Permits on File and permit number on plat.							
	Approval letter received from Addressing Office indicating review and approval of plat and issues with road names, address changes, required notes on plat, etc. are satisfactorily resolved.							
	No remnants or landlocked parcels.							
	Residue Parcel - Boundary Surveyed: required if < 25 acres, or if ≤ the sum of the areas of the other platted lots.							
	Plat Signed and Sealed by WV licensed Surveyor (original signature)							
	Plat Signed by Owner (original signatures)							