



Jefferson County, West Virginia  
Department of Engineering, Planning and Zoning  
**Office of Planning and Zoning**  
116 E. Washington Street, 2<sup>nd</sup> Floor  
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Charles Town, West Virginia 25414

File #: \_\_\_\_\_  
Staff Init.: \_\_\_\_\_  
Fees Paid: \$ \_\_\_\_\_

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**Family Transfer Plat Review Application/Checklist**

**Project Name:** \_\_\_\_\_

**Property Owner Information**

Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Applicant Information**

Applicant Name: \_\_\_\_\_ Same as owner: ☐  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Physical Property Details**

Tax District: \_\_\_\_\_ Map No: \_\_\_\_\_ Parcel No. \_\_\_\_\_  
Parcel Size: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page No. \_\_\_\_\_  
Zoning District: \_\_\_\_\_

**Applicant's Registered Engineer or Surveyor Information**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Required Submittal Information**

- |                                                                                 |                                                                          |
|---------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> 1 Check for Review Fees                                | <input type="checkbox"/> 1 Copy of Draft Deed for review                 |
| <input type="checkbox"/> 1 Completed Application & Checklist ( Signed by owner) | <input type="checkbox"/> 1 History of Deed going back to October 5, 1988 |
| <input type="checkbox"/> 2 set(s) of Plans                                      |                                                                          |
| <input type="checkbox"/> 1 Document stating relationship of Grantee             |                                                                          |

**Instructions:**

- This checklist serves as a quick reference guide only. The consultant/developer is responsible for reading the regulations and complying with all of the requirements of the relevant Ordinances and Regulations which are available online. Standard Engineering Details are available for purchase in the Office of Engineering. 304-725-2998.
- The checklist shall be completed by the Engineer/Surveyor and attached to the Preliminary Plat review submission. The Engineer/Surveyor shall note in the "Engineer/Surveyor" column where each item on the checklist is addressed on the Preliminary Plat.
- Place all site notes (i.e. flood plain designation, permit numbers, building setbacks, etc.) that address items on the checklist together under a "Site Information" heading so they can be easily found by the reviewer.
- 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 Site Plan on the first submission.
- Review prints shall be returned to the Office of Planning and Zoning.

**For Office Use Only**

<b><i>Staff Initials</i></b>	<b><i>Returned to</i></b>	<b><i>Date</i></b>

	<b>1st Review</b>	<b>2nd Review</b>	<b>3rd Review</b>	<b>4th Review</b>
<b>Submittal Date</b>				
<b>County Engineer</b>				
<b>County Planner</b>				
<b>Zoning Administrator</b>				
<b>Assessor's Office</b>				
<b>GIS / Addressing</b>				

<b><i>Applicable Dates</i></b>	
Pre-Proposal Conference (if applicable)	
Pre-Proposal Conference Memo:	
Application Meeting:	
Site Inspection (if applicable):	
Written Determination to be Mailed:	
Approval Date:	
Approval Expiration (60 days from approval)	
Recordables Approved:	

<b><i>Reviewing Agency Comments (Attach additional comments as needed)</i></b>

<b><i>Conditions of approval (attach additional comments as needed)</i></b>

Subdivision Regulations		Engr./Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	O.K.
							O	Incomplete
							N/A	Not Applicable
							×	Unacceptable
Sub-Section	SUBDIVISION REGULATIONS Article 20, Section 20.201 B						Staff Comments	
1	A deed shall be submitted with the application identifying the relationship between the grantor and grantee and that the recipient has not received a previous Family Transfer.							
2	State in the deed and on the plat: “The lot transferred is to be used for a single-family residence only as long as the lot is not further subdivided. Any further subdivision of the lot shall dissolve the single-family restriction and will place development of the lot under the County land development laws in effect at that time. This lot cannot be transferred again for at least five (5) years; except as another family transfer of land. Any transferal of this lot within the five (5) year period shall place this lot in violation of the Jefferson County Subdivision and Land Development Regulations.”							
3	All lots shall have motor vehicle access, via a 50' access easement, provided that the access easement serves no more than twelve (12) family transfer lots, to either: a) A WV DOH right-of-way or easement; or b) A road in a major subdivision that meets county roadway design standards (Table 2.2-1).							
4	All submissions shall provide a plat approved by the Department of Health or letters of water and sewer availability, as applicable.							
Sub-Section	SUBDIVISION REGULATIONS Appendix A, Sec. 1.4 Final Plat						Staff Comments	
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.							
2(a)	The Official name of the subdivision by which it is to be recorded							
2(b)	The name “Jefferson County, West Virginia”							
2(c)	Tax District, Tax Map, and Parcel number							

## Subdivision Regulations

Engr./Surveyor

1st Review

2nd Review

3rd Review

4th Review

### Review Key

✓

O.K.

O

Incomplete

N/A

Not Applicable

×

Unacceptable

2(d)	Deed Book and Page number.						
2(e)	Property Owner's or Developer's Name, Address, and Phone No						
2(f)	Developer's name, address and telephone number						
2(g)	Engineer/Surveyor of Record's Name, Address, and Phone No.						
2(h)	Sheet index on cover sheet if more than one sheet.						
2(i)	State the year of the Zoning Ordinance and Subdivision Regulations and the amendment date that applies to the project.						
3	Tic Marks/SPCS WV North NAD 83.						
4	North Arrow, Graphic Scale (on all plat plan views), and Plat Date.						
5	A small scale inset map showing the general location of the subdivision; Location Map: 1"=2000', or other approved scale.						
6	If applicable, a small scale inset map showing the general location of the subdivision section relative to other sections of the same subdivision.						
7	Parcel/Perimeter Boundary: Show bearings, distances and corner markers with relative closure error of 1:7500 or better with a note that effect on the plat.						
8	Lot Boundary Lines: drawn to scale and dimensioned.						
9	Show the location and description lot markers and permanent concrete control monuments. For Major Subdivisions, where possible, permanent concrete monuments should be at least 750' apart; away from future roadwork and at least 2 per section or block.						
12	Symbol Key: identify corners, markers, monuments, etc. by type and whether "found," "set," or "to be set."						
15	Future Easements and ROW: Shown on plat, otherwise provide note stating none are proposed.						
16	Current adjoiners: By owner name, tax map, parcel, deed book, and page number. Show departure lines for each adjoining property.						

## Subdivision Regulations

Engr./Surveyor

1st Review

2nd Review

3rd Review

4th Review

### Review Key

✓

O.K.

O

Incomplete

N/A

Not Applicable

×

Unacceptable

17	Show and identify lands reserved for public or semi-public use.						
28	Note on the plat, the WVDOH entrance permit number and provide a copy of the entrance permit.						
33	Provide a list of waivers of the Final Plat cover sheet in accordance with Appendix A, Section 1.2.A. 34.						
34	Where adjoining State Road has a row less than 50 ft. a fee simple dedication or road improvement easement must be provided						
35	A note shall be added to the plat detailing the road and common land maintenance agreement. Note shall state that the road and common land are privately held and detail the manner in which the cost and expense of maintaining the private road easement, including snow removal, shall be shared among the lot owners, and shall note that this is not a public responsibility of Jefferson County, WV						
36	Proposed easements and ROW shall be identified, located, dimensioned, & drawn to scale. Roads shall be named. Road names shall be approved by the Jefferson County GIS/Addressing Office.						
37	Add a note that states: "All residential and non-residential building lots shall have stabilized construction entrances installed prior to beginning construction on the lot.						
<b>Sub-Section</b>	<b>SUBDIVISION REGULATIONS Appendix B, Sec. 3.1 Water &amp; Sanitary Sewer Systems</b>	<b>Staff Comments</b>					
3.1.A.2	Septic system percolation hole & reserve area shown on plat; with 100' well separation buffer shown, as applicable.						
3.1.A.3	Effective as of 03/01/89, in all subdivisions to be served by individual wells, all such wells shall be pressure grouted. A note shall be placed on all plats (reference Appendix B, Section 3.1.A.4).						
3.1.A.4	In subdivisions to be served by individual wells and/or septic systems a note shall be placed on the Final Plat alerting the public that "The Public Service District may require in the future each property owner to abandon existing well and septic systems and to connect to a centralized system when and if it becomes available."						

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3.1.B.4	Where centralized water and/or a sanitary sewer system are provided in a subdivision, a note shall be placed on the Final Plat stating: “Private wells and/or private septic systems for domestic use are prohibited when central water and/or sanitary sewer service is available.”						
3.1.B.5	Where possible, water and sewer lines that are installed parallel to subdivision roads shall be laid within the road ROW. Otherwise, utility easements shall be provided as deemed necessary to provide for access and maintenance. A note shall be placed on the Final Plat stating: “A blanket easement is granted to the appropriate Public Service District in all road ROW for construction and maintenance of water and sanitary sewer lines.”						
3.1.B.6	Where centralized water and/or a sanitary sewer system are provided in a subdivision, a note shall be placed on the Preliminary Plats and Final Plats stating that: “Service laterals to individual lots or sites shall be installed prior to construction of the finished road pavement surface.”						
<b>Sub-Section</b>	<b>SUBDIVISION REGULATIONS Appendix B, Sec. 4.1 Erosion &amp; Sediment Control</b>						<b>Staff Comments</b>
4.1.B.2.j	The following shall be placed on the Site Plan, Preliminary Plat, and Final Plat of subdivision: “All residential and non-residential building lots shall have a stabilized construction entrance installed prior to beginning construction on the lot.”						
<b>Sub-Section</b>	<b>SUBDIVISION REGULATIONS Appendix B, Sec. 4.2 Storm Drainage</b>						<b>Staff Comments</b>
4.2.G.3	Show all existing drainage easements of record, if any, on plat with width, bearings and distances.						
<b>Sub-Section</b>	<b>SUBDIVISION REGULATIONS</b>						<b>Staff Comments</b>
21.105	All necessary easements are provided; per this section.						
21.402.D	Note on Plat: “No structures, fences, or landscaping shall be located in the easements.”						

**Subdivision Regulations**

**Engr./Surveyor**

**1st Review**

**2nd Review**

**3rd Review**

**4th Review**

**Review Key**

✓

O.K.

O

Incomplete

N/A

Not Applicable

×

Unacceptable

Note on Plat: The flood plain Designation/zone and the FIRM Map number; and whether or not there is flood plain on the property.

Delineate flood plain on plat and show 25' building setback from floodplain, if there is floodplain on the parcel.