Jefferson County, West Virginia
Department of Engineering, Planning and Zoning
Office of Planning and Zoning
116 E. Washington Street, 2nd Floor
P.O. Box 716
Charles Town, West Virginia 25414

File #: _____
Staff Init.: _____
Fees Paid: $ _____

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Boundary Line Adjustment 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: _____

For Office Use Only

Required Submittal Information

☐ 1 Check for Review Fees   ☐ 1 Draft Deed for review

☐ 1 Completed Application Checklist (Signed by owner)   ☐ 2 Copies Boundary Line Adjustment Plat
(8 ½ x 14 or 18 x 24)

	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
County Planner				
Assessor Mapping				
County Engineer				
GIS/Addressing				
Returned to/date/staff initials				

Place received stamp(s) here:

Approved For:

_____

_____

By   **Date**

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.

Review prints and this checklist shall be returned to the Office of Planning and Zoning

Sub-Section	SUBDIVISION REGULATIONS Appendix A, Division 1.0, 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 names "Jefferson County, West Virginia".					
2(c)	Tax District, Tax Map, and Parcel number					
2(d)	Deed Book and Page number.					
2(e)	Property Owner's or Developer's Name, Address, and Phone number.					
2(f)	Developer's name, address and telephone number					
2(g)	Engineer/Surveyor of Record's Name, Address, and Phone number.					
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.					
12	Symbol Key: identify corners, markers, monuments, etc. by type and whether "found," "set," or "to be set."					

Boundary Line Adjustment Requirements (See instructions on application)	Engr./Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
						✓	O.K.
						O	Incomplete
						N/A	Not Applicable
						×	Unacceptable

13	Existing easements and right-of-ways (identified, located, dimensioned and drawn to scale. Provide reference.							
14	Proposed easements and right-of-ways (roads, sidewalks, drainage, utilities, etc.) identified, located, dimensioned and drawn to scale. Roads shall be named. Road names shall be approved by the Jefferson County GIS/Addressing Office.							
16	Identification of all current adjoining properties (including properties across any road, right-of-way, or easement) by ownership, tax district, tax map, number, parcel number, and deed book and page reference. Departure lines for adjoining properties shall be shown on the plat.							
18	Label and show existing adjoining roads including rights-of-way road widths, roads names and route numbers.							
19	Delineate the approximate 100 yr. floodplain and state floodplain zone and map number. Show adjacent delineated wetlands and reference source of wetland degradation							
26	Surveyor's Certification on cover sheet as to accuracy of the plat, with West Virginia surveyor's professional seal and signature.							
31	Signature block placed on the plat cover sheet for the signature of the County Planner and the affixing of the Planning Commission's seal.							

Sub-Section	SUBDIVISION REGULATIONS Section 20.106 Adjustment of Lot Boundaries (Merger Plats)					Staff Comments		
	Boundary line adjustments shall only require field surveying of any newly created line. Any newly created line shall be referenced by a tie line into an existing monument of the parent tract or parcel.							
	If the entirety of both lots cannot be shown at the scale of the plat, provide an inset map that depicts the total boundary of both parcels at a scale acceptable to staff.							
	Source documentation for the un-surveyed lines shall be noted on the plat; provided however, that any provision of the WV Code shall prevail.							
A	Access to all lots included on this plat is not adversely affected and is depicted on the plat.							
B	No new lot is created.							

Boundary Line Adjustment Requirements (See instructions on application)	Engr./Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key		
						✓	O.K.	
						O	Incomplete	
						N/A	Not Applicable	
						×	Unacceptable	

C	The remaining area of the lot from which the land is taken satisfies requirements for minimum lot size in the zone district in which it is located.						
D	The following note shall be included on this plat and in the deed: "The land(s) hereby conveyed is (are) adjacent to and contiguous with that certain parcel of land which is owned by the grantees herein, having been conveyed to them by deed of record in the Clerk's Office of Jefferson said County in Deed Book , Page and this conveyance is made for the purpose of adjusting the boundary line(s) of said presently owned land(s) of the grantees."						
E	Provide acreage table on plat showing beginning acreages, the merged acreages and the final/net acreages for each lot. (See table on page 10)						
F	If the merger is occurring within a previously approved subdivision, a note which references the original plat stating "See PB _____ (Plat Book) PG____ (Page Number), for subdivision notes and restrictions" shall be added.						
G	New lot lines do not create any setback violations. A note shall be added to the plat to this effect or front, rear and side setbacks shall be designated on the Plat along with any existing structures.						
	A deed shall be required to be recorded with the plat and shall include the Plat Book and Page Number of the recorded plat and the note from 20.106 (D) above.						