



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 #: _____
 Fees Paid: \$ _____
 Staff Int.: _____

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

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

Boundary Line Adjustment Plat Review Checklist

Project Name: _____

Grantor Information

Grantor Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Grantor's Physical Property Information (additional parcels can be referenced on page 2)

Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Grantee Information

Grantee Name: _____ Same as Grantor:
 Mailing Address: _____
 Phone Number: _____ Email: _____

Grantee's Physical Property Information (additional parcels can be referenced on page 2)

Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Attorney Information

Attorney Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Registered WV Engineer or Surveyor Information

Consultant Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

For Office Use Only

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

RETURN ALL MARKED-UP REVIEW PRINTS AND CHECKLIST TO THE OFFICE WITH EACH RESUBMITTAL.

APPROVED DENIED _____ / _____ / _____

County Planner

Instructions

This checklist serves as a quick reference guide only. The Engineer/Surveyor is responsible for reading the regulations and complying with all of the requirements of the relevant Ordinances and Regulations. All Ordinances and Regulations are available in the Office of Planning and Zoning and/or are available online at www.jeffersoncountywv.org. The Standard Details are available for purchase in the Office of Engineering (304-728-3257).

- The checklist shall be completed by the Engineer/Surveyor and attached to the applicable submission. The Engineer/Surveyor shall note in the "Engineer/Surveyor" column where each item on the checklist is addressed on the Plat/Plan.
- 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 on the first submission.

Required Submittal Information

- | | |
|--|---|
| <input type="checkbox"/> Completed Checklist | <input type="checkbox"/> Review Fees - checks made payable to Jefferson County Commission |
| <input type="checkbox"/> Two (2) sets of plans | <input type="checkbox"/> Boundary Line Adjustment Deed(s) |

Physical Property Information

Owner Name: _____
Physical Address: _____ Lot #: _____
Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Physical Property Information

Owner Name: _____
Physical Address: _____ Lot #: _____
Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

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Physical Address: _____ Lot #: _____
Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Conditions of Approval (attach additional comments as needed)

Boundary Line Adjustment Plat Review Checklist (See Instructions on page 2)		Engr/Survey	1 st Review	2 nd Review	3 rd Review	4 th Review	Review Key	
							✓	OK
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
Sub-Section	Subdivision Regulations - Appendix A Section 1.4 Final Plat	Staff Comments						
1	Border: 1/2" on top, bottom, right; 1-3/4" on left (18" side)							
2	Title Block in the lower right corner to include:							
2.a	Official Name of the Subdivision							
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: Name, Address, & Phone Number.							
2.f	Developer: Name, Address, & Phone Number.							
2.g	Engineer/Surveyor: Name, Address, & Phone Number.							
2.h	Sheet index on cover sheet if more than one sheet.							
2.i	State the applicable year and amendment date of the Zoning Ordinance and Subdivision Regulations.							
3	Tic Marks/SPCS WV North NAD 83.							
4	North Arrow, graphic scale & date (on all pages).							
5	Location Map: 1" = 2000' or other approved scale							
6	If applicable, small inset map of subdivision section layout (adjacent sections/lots previously platted)							
7	Parcel/Perimeter Boundary: scaled & dimensioned. Relative closure error of 1:7500 or better. Note on plat.							
8	Lot Boundary Lines: scaled & dimensioned. Relative closure error of 1:7500 or better. Note on plat.							
12	Symbol Key: monuments & markers by type: "set", "to be set", "found"							
13	Delineate existing easements & ROWs. Provide book & page references; or Note: None.							
14	Delineate proposed easements & ROWs. Road names approved by Addressing Office.							
16	Identify current adjoiners: ownership, all parcel information, zoning district & use. Show departure lines.							
18	Delineate adjoining ROW widths, pavements widths, road names, & route numbers.							
19	Delineate approx. 100-Year Floodplain with setback; and wetlands located on and/or adjacent to property. Site source.							
26	Plans sealed, signed, & dated by WV Surveyor.							
31	Cover Sheet: Approval Signature Block							
Sub-Section	Subdivision Regulations – Article 20.106	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.							

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Sub-Section	Subdivision Regulations – Article 20.106	Staff Comments						
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	Note on plat: “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: calculating beginning, merged, final/net acreages for each lot.							
F	If the merger is occurring within a previously approved subdivision, add a note referencing the original plat stating, “See PB _____ (Plat Book) PG ___ (Page Number), for subdivision notes and restrictions”							
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 referencing the Plat Book and Page Number of the recorded plat and the note from 20.106.D above.							

Additional Comments:
