



# 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](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

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### Concept Plan for Wireless Telecommunication Towers Review Checklist

#### Property Owner Information

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

#### Applicant's Registered Engineer or Surveyor

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: \_\_\_\_\_

Residential Growth (RG)      Industrial Commerical (IC)      Rural (R)      Residential-Light Industrial-Commercial (RLIC)      Village (V)      Neighborhood Commercial (NC)

General Commercial (GC)      Light Industrial (LI)      Major Industrial (MI)      Planned Neighborhood Development (PND)      Office/Commercial Mixed-Use (O/C)

	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
County Engineer Review Date				
Zoning Review Date				
Planner Review Date				
Return Date				

County Engineer Approval Stamp

***Conditions of Approval (Attach Additional Comments As Needed)***

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***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 concept plan review submission. The Surveyor shall note in the “Surveyor” column where each item on the checklist is addressed on the site-plan.
3. Place any notes 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 “Engr./Surveyor”, where the information can be found. This will allow for a quick and more thorough review of the concept plan on the first submission.

**Concept Plans for Wireless Telecommunications Towers shall follow the requirements found in Section 4.B.7 of the  
1988 Jefferson County Zoning and Land Development Ordinance**

Sub-Section	<b>Regulation Requirements: (See instructions on page 2)</b>	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
	<b>SUBDIVISION REGULATIONS Appendix A, Sec. 1.3 Site Plan</b>							
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 Site Plan 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 Signature, Seal, Name, Address, and Phone No.							
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	Subdivision Section - Location Map showing adjacent sections/lots previously platted.							
7	Lot Boundary: Show bearings and distances.							
	Provide Error of Closure note stating 1:7500 or better.							
8	Lot Boundary Lines: drawn to scale and dimensioned.							
9	Lot Numbers: shown for each lot and 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 site plan, otherwise provide note stating there are none.							
12	Proposed Easements and ROW: Shown on site plan; otherwise provide note stating there are none. Roads shall be named. Road names shall be approved by the Jefferson County Addressing Office.							
	Where State Road has a right-of-way of less than 50' wide, either a fee simple dedication or a road improvement easement will be provided which is a minimum of 25' wide measured from the existing centerline of the State Road right-of-way.							
13	Future Easements and ROW: Shown on site plan, otherwise provide note stating none are proposed.							
14	Adjoiners: By owner name, tax district, tax map, parcel, zoning, deed book, and page number. Show departure lines for each adjoining property.							
15	Existing and Proposed Contours: 2' interval, or other approved interval; and contour source noted.							

	<b>Regulation Requirements:</b> (See notes on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
16	Bench Mark: show location and elevation on site plan.							
17	Existing Physical Features: woods, water courses, rock outcroppings, sink holes, quarries, culverts, bridges, and drains, shown on site plan.							
	Existing on-site structures/buildings: show on site plan.							
	Existing Utilities: show water, sewer, electric, phone, cable tv, etc.							
	Off-site structures/buildings and associated topography, located within 200' downstream of any drainage pipe outfall; shown on site plan.							
	100 Year Floodplain: show on site plan; otherwise provide note on plat stating there is no floodplain on this site.							
	Delineated Wetlands: show on site plan; otherwise provide note on plat stating there are no delineated wetlands on this site.							
18	Show existing adjacent roads; ROW widths, road names, and route numbers.							
19	Restrictive Covenants: provide copy or Declaration per UCIOA.							
23	WVDOH Highway Entrance Permit: provide copy and put permit number on the site plan.							
30	Show building setback lines and note the minimum building setbacks on the plat or plan.							
	<b>Zoning Ordinance - Section 4B.7.B.2</b>							
a.	Outside dimensions, use, and setbacks of all existing and proposed buildings, structures, towers, antennas, utility lines, driveways, and parking areas.							
b.	Height of the proposed tower measured from ground level at the center of the proposed structure, and height comparison to any nearby buildings or trees, or other applicable structures and natural landforms part of the site's background and foreground landscape.							
c.	Elevations and Cross-Section: Display topography with all proposed facilities including tower, equipment shelter and existing buildings.							
d.	Number, size, and location of proposed and existing antennas; number of co-locations possible.							
e.	Method of camouflage (if any).							
f.	Locations of known historic structures.							
g.	A description of the anticipated construction and installation schedule.							
h.	Documentation verifying compliance with applicable Federal Communications Commission (FCC) standards and requirements to provide the proposed services.							
i.	Narrative addressing the design criteria of this section.							
j.	Dates, address list, and notice for Balloon Test.							

	<b>Ordinance Requirements: (See notes on page 2)</b>	<b>Engineer /Surveyor</b>	<b>1st Review</b>	<b>2nd Review</b>	<b>3rd Review</b>	<b>4th Review</b>	<b>Review Key</b>	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
k.	Balloon Test exhibits as required in subsection G of Section 4B.7 of the Jefferson County Zoning and Land Development Ordinance.							
l.	Propagation maps as required in subsection F of Section 4B.7 of the Jefferson County Zoning and Land Development Ordinance.							
m.	Any other relevant information.							
n.	Additional application requirements in subsection H of Section 4B.7 of the Jefferson County Zoning and Land Development Ordinance.							
	<b>Zoning Ordinance - Section 4B.7.B.3</b>							
4B.7.B.3	Review, processing, and timelines shall comply with Sections 24.116 - 24.118 of the Jefferson County Subdivision and Land Development Regulations.							
a.	Application is exempt from 24.116.B.7 and 24.116.E of the Jefferson County Subdivision and Land Development Regulations.							
b.	Planning and Zoning shall notify the Jefferson County Historic Landmarks Commission of an application filing.							
	The Applicant shall provide a copy of the completed Concept Plan application to the Appalachian Trail Conservancy and the National Park Service, if required by the Cultural and Historic Resources Review standards of this section.							
c.	The Concept Plan shall be reviewed at a public hearing. The public hearing shall include a compatibility assessment with the Comprehensive Plan.							
4B.7.E	Proof of Eligibility; copy of FCC license.							
4B.7.F	Demonstration of Need; provide propagation maps showing need.							
4B.7.H	Preferred Structures and Locations Policy.							
4B.7.H.4	Co-location ability.							
4B.7.I	Cultural and Historic Resources Review - for towers located in Harpers Ferry Overlay District or Appalachian Trail.							