



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

File #: \_\_\_\_\_  
Fees Paid: \_\_\_\_\_  
Staff Int.: \_\_\_\_\_

Email: [planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)  
[zoning@jeffersoncountywv.org](mailto:zoning@jeffersoncountywv.org)

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

**Final Plat Review Checklist**

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

**Property Owner Information**

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

**Applicant Information**

Same as Owner: ☐

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

**Registered WV Engineer or Surveyor Information**

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

**Physical Property Details**

Vacant Lot: ☐

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

**For Office Use Only**

**Required Submittal Information**

- ☐ Completed Checklist ☐ Review Fees - checks made payable to Jefferson County Commission  
☐ Two (2) sets of plans ☐ Deed History dating back to 10/05/1988 (minor subdivision 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 Engineer

## 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](http://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.

Applicable Dates	
Pre-Proposal Conference Meeting:	
Pre-Proposal Conference Memorandum:	
Application Meeting:	
Site Inspection:	
Written Determination to be Mailed:	
Concept Plan Approval:	
Preliminary Plat Approval:	
Final Plat Approval Expiration:	
Recordables Approved:	

## Reviewing Agency Comments (attach additional comments as needed)


## Conditions of Approval (attach additional comments as needed)


<b>Final Plat Review Checklist</b> (See Instructions on page 2)		Engr/Survey	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	4 <sup>th</sup> 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.							
9	Location & description of lot markers & permanent concrete control monuments. For Major Subdivisions, where possible, the monuments should be at least 750' apart; away from future roadwork and at least 2 per section or block.							
10	Delineate & label minimum building setback lines.							
11	Lot numbers: logically ordered.							
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.							
15	Delineate future easements & ROWs; or Note: None.							
16	Identify current adjoining: ownership, all parcel information, zoning district & use. Show departure lines.							
17	Show & identify lands reserved for public/semi-public use.							
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.							
20	Lot Area: to nearest 0.01 acre or to the nearest 100 sq. ft.							
21	Curve data-radius, delta, arc, tangent, chord & chord bearing.							
22	Table: total tract area & lot acreage, common area, & ROW.							
23	Descriptive Lines (existing and proposed) inside & outside the tract boundary per App. A, Sec. 1.4.23.							
24	Add the septic suitability Note per Sec. 1.4.24.							
25	Cover Sheet: Owner/Developer Statement of Acceptance.							
26	Plans sealed, signed, & dated by WV Surveyor.							

<b>Final Plat Review Checklist</b> (See Instructions on page 2)		Engr/Survey	1 <sup>st</sup> Review	2 <sup>nd</sup> Review	3 <sup>rd</sup> Review	4 <sup>th</sup> Review	Review Key	
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<b>Sub-Section</b>	<b>Subdivision Regulations - Appendix A Section 1.4 Final Plat</b>	<b>Staff Comments</b>						
27	Add a note: WVDOH entrance permit number & provide a copy of the entrance permit or updated approval letter.							
28	Add a note: WV Bureau of Health and/or JC Health Dept. permit numbers for well & septic systems & provide a copy of the approved permit or updated approval letter.							
29	Conditions, certificates, affidavits, endorsements, dedications or agreements as required by the PC.							
30	List of covenants and/or declaration per the WV UCIO.							
31	Cover Sheet: Approval Signature Block							
32	Cover Sheet: Waiver/Variance Table. (per Table 1.2-2)							
33	Provide a fee simple dedication or Road Improvement Easement if WV ROW less than 50' wide (25' from CL).							
34	Add a note regarding the private road & common land maintenance agreement per Sec. 1.4.34. Note that this is not a public responsibility of Jefferson County, WV.							
35	Add the Office of GIS/Addressing Note per Sec. 1.4.35.							
36	Add the construction entrance Note per Sec. 1.4.36.							
<b>Sub-Section</b>	<b>Subdivision Regulations - Appendix B Section 2.2 Street &amp; Parking Standards</b>	<b>Staff Comments</b>						
2.2F	Add a note or culvert table size by lot.							
<b>Sub-Section</b>	<b>Subdivision Regulations - Appendix B Section 3.1 Water &amp; Sanitary Sewer Systems</b>	<b>Staff Comments</b>						
<b>3.1A Well and Septic Systems</b>								
3.1A.2	Show septic perc. holes & reserve area with 100' well buffer.							
3.1A.3	Add the well driller verification Note per Sec. 3.1A.3.							
3.1A.4	Add the PSD connection Note per Sec. 3.1A.4.							
<b>3.1B Central Water and Sanitary Sewer Systems</b>								
3.1B.4	Add the private well/septic prohibition Note per Sec. 3.1B.4.							
3.1B.5	Add the blanket easement for PSD Note per Sec. 3.1B.5. Where possible, water/sewer lines installed parallel to subdivision roads shall be within ROW. Otherwise, provide utility easements for access and maintenance.							
3.1B.6	Add the service lateral Note per Sec. 3.1B.6.							
<b>Sub-Section</b>	<b>Subdivision Regulations – Article 20</b>	<b>Staff Comments</b>						
20.302I	No landlocked parcels/lots/areas shall be created.							
21.402	All necessary easements are provided.							
21.402D	Add the no encroachments Note per Sec. 201.402D.							
22.600	Complies with the Flood Plain Ordinance?							

Additional Comments: