

6	Parcel Boundary: Show bearings & distances				
	Provide Error of Closure note stating 1:7500 or better (see pg. 31)				
7	Lot Boundary Lines: described by bearings & distances				
8	Lot Numbers: numbered in logical order				
9	Symbol Key: identify corners, markers, monuments, etc. by type				
10	Existing Easements & Rights-of-Way: Shown on plat, otherwise provide note stating there are none.				
11	Proposed Easements & Rights-of-Way: Shown on plat, otherwise provide note stating there are none.				
12	Future Easements & Rights-of-Way: Shown on plat, otherwise provide note stating none are proposed.				
13	Ad joiners: By owner name, tax map, parcel, deed book, & page. Show departure lines for each adjoining property.				
14	Existing & Proposed Contours: 2' interval, or other approved interval; & contour source noted.				
15	Bench Mark: show location and elevation on plat.				
16	Existing Physical Features: woods, water courses, rock outcroppings, sink holes, quarries, culverts, bridges, & drains, shown on plat.				
	Existing on-site structures/buildings: show on plat.				
	Existing Utilities: show water, sewer, electric, phone, cable t.v., etc.				
	Off-site structures/buildings & 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.				
17	Adjoining Road: name/route no., pavement width & ROW width.				
18	Restrictive Covenants: provide copy or Declaration per UCIOA.				
19	Reservations of Land for Public/Semi-Public Use: shown on plat.				
20	Surface Drainage & Erosion Control Plan: provide on separate sheet.				
	Storm Drainage Plan: show culverts, inlets, pipe sizes, ditch line treatment, etc.; provide design calculations in SWM Report.				
	Storm Drain & Storm Water Management Details & Notes				
	Erosion Control Plan: provide on separate sheet(s)/plan.				
	Erosion Control Details: provide necessary notes & details.				
22	WVDOH Highway Entrance Permit: provide copy & put permit # plat.				
23	Water System/Well Permits: provide copy & put permit # on plat.				
	Sewer System/Septic Permits: provide copy & put permit # on plat.				
24	PSD Letter of Water/Sewer Availability: provide copy.				

25	WV DEP Permits: provide copy of WWTP NPDES permit.				
26	Written Notification to WV Public Service Commission of intent to construct and operate public water/sewer utility systems: provide copy.				
27	Roads, Sidewalks, Curbs, Gutters: provide plans, profiles, cross-sections, details, & construction notes/specifications.				
28	Description/Soils Map of soils & subsurface geology & hydrology: provide in SWM report.				
29	Building Setback Lines: show on site plan & provide note stating.				
30	Miss Utility Note: provide note on plat stating: "Seventy-two (72) hours prior to excavation in public rights-of-way or in areas served by underground utilities, call Miss Utility 1-800-245-4848."				
31	Signature Block: provide per this section.				
32	Construction Notes: On cover sheet provide Notes a. thru f., & Table of Milestone Inspections, per this section. (see page 34)				
Sub-Section	SUBDIVISION REGULATIONS – ARTICLE 8, Section 8.2				
	ROADS & RIGHTS-OF-WAY (pg. 39)				
a.1	Coordinated with Public Roads & All Lots Served By Internal Roads.				
a.2	Subdivision Served By Two Entrances				
	Entrance Slope Does Not Exceed 3%				
	Single Entrance Width: (≤ 10 lots, 20') or (≤ 20 lots, 22') or (>20 but < 51 lots, 24' + 40' emergency access easement with 18' gravel road; or 28' road with 3' shoulders min. 200' into subdivision)				
a.3	Road Grading Follows Topography & Provides Useable Lots				
a.4	Subdivision Road Design Minimizes Through Traffic				
a.5	Minimum Right-of-Way Width: Gravel road – 40'; Asphalt paved road – 50'; Industrial/Commercial – 60'				
	Revertible Slope Easement: provide for slope grading outside R.O.W.				
	Top of Slope to Septic Area > 25'.				
a.6	Subdivision Road Serving 12 or fewer lots: roadway surface width – 18', shoulder width – 2', vertical grade – min. 1.5% & max. 10%				
a.7	Subdivision Road Serving >12 lots: Roadway Open Section: surface width 20' + 3' shoulder each side. Vertical Grade: Min. 1.5% & Max. 9% Roadway Closed Section: surface width 26' from curb to curb. Vertical Grade Min. 0.5% & Max. 9% Sidewalk: no closer than 1' to prop. line or 4' from curb face.				
a.8	Ditch Line: 1-1/2' depth with 4:1 slope from shoulder & 2:1 slope out. Ditch Line Vertical Grade: Min. 1.5%, or 0.5% for 2' wide trapezoidal.				
a.9	Special Ditch Line Section: Option to a.8 above.				
a.10	Swale & Ditch Line Invert Treatment: provide per this section, as follows: Seed & Mulch: 10 yr. storm velocity maximum 2 fps & max slope 3.5% Mesh Ditch Liner: 10 yr. storm velocity maximum 3 fps & max slope 5% Solid Sodding: 10 yr. storm velocity maximum 5 fps & max slope 10% Rip-Rap Stone: 10 yr. storm velocity maximum 7 fps & max slope 10% Concrete: designed to dissipate energy & provide max. discharge 4 fps				
a.11	Roadway Cross Slope: ¼" to 3/8" per ft. from centerline for drainage.				

a.12	Road Width At Subdivision Entrance: 25' for 200' if reqd. by Planning C.					
a.13	Driveway Culverts: size driveway culverts for Q10 & put table of lot numbers and driveway culvert sizes on plat.					
a.14	Turnaround & Cul-de-sac Dimensions: Subdivision Road: ROW Dia. – 100', Pavement Dia. – 80', shoulder – 2', & fillet radius 20' Subdivision Road Served by School Bus: ROW Dia. – 120', Pavement Dia. 100', shoulder – 2', & fillet radius 20'					
a.15	Street Signs: Show on plan and provide details per County E911 Addressing Ordinance & MUTCD. Provide name of subdivision sign at entrance street sign post.					
a.16	Paved Entrance Apron: min. 20' length for gravel road subdivision.					
a.17	Gravel Road: provide detail showing subgrade compacted to 98% AASHTO T99C, with 3/4 " crusher-run stone min. 6" compacted depth.					
a.18	Asphalt Road: provide detail showing subgrade compacted to 98% AASHTO T99C, with aggregate base compacted to 95% T99C, with pavement section per Std. Detail R-05A, with stone base extending to daylight or ditch line to allow for stone base drainage.					
a.19	Intersection Fillet Radius: min. 20' except at entrance min. 25'					
a.20 (a)	Traffic Signals warranted per Manual on Uniform Traffic Control Devices, Part IV (Warrant 1 – Eight Hour Vehicular Volume)					
a.20 (b)	Left Turn Lanes Existing Road: required if two way PHV ≥600, & ADT ≥ 6000, & Peak Hour left turning movement ≥ 50.					
a.20 (c)	Deceleration Lane: required on Primary & Secondary routes if operating speed ≥ 45 mph.					
	Acceleration Lane: required on two-way, two-lane highways where peak hour two-way volume ≥ 600 peak.					
a.20 (d)	Vertical/Horizontal Alignment of Existing Roadway: need for reconstruction per AASHTO Geometric Highway Design Manual					
a.20 (e)	Shoulder Widening Existing Road:					
	(1) Secondary Route: Asphalt paved 8' wide across property or min. of 600'					
	(2) Local Service Route with ADT ≥ 2500: same as above.					
	(3) Local Service Route with ADT 1500 to 2499: Asphalt paved 6' wide across property or min. of 400'					
	(4) All Other Local Service Routes: 3' wide gravel with 1' ditch					
a.20 (f)	Safety Improvements Existing Road: signs, pavement markings, etc.					
a.21	School Bus Stop & Mail Box Cluster: dedicated area min. 1000 sq.-ft.					
a.22	Blanket Utility Easement in all R.O.W.: provide note on plat.					
a.23	Limited Frontage or Buffer Zone for Section 5.7, (d) 1 & (d) 2 clusters.					
	CURBS, GUTTERS & SIDEWALKS – pg. 46					
b.1 thru b.5	CURB, GUTTER & SIDEWALKS: required in non-residential subdivision. Show on site plan & provide construction details. Curb – 3000 psi concrete, 6" above road surface. Gutter – 3000 psi concrete, design to carry 10 yr. storm flow. Sidewalks – 3000 psi concrete, min. 4' wide & min. 4 " depth					

STORM WATER MANAGEMENT (pg. 47)						
c.1.(b)	Show 100 year floodplain setback: 25' wide or 1' vertical freeboard, whichever is greater in the horizontal plane.					
c.1.(c)	Storm Drain System: designed for min. 10 year storm event.					
c.1.(d)	Storm Water Management: provide per Table 8.c.1 (pg. 61)					
	SWM Report with narrative & summary-table of pre-dev., karst adjusted pre-dev, post-dev, and routed discharge rates. If infiltration system, then show required & provided storage volume & time to infiltr.					
	SWM Report: in a binder, & signed & sealed by WV licensed Engineer					
	SWM Construction Details & Notes: show on plat.					
c.1.(e)	Extended Detention: 1 yr. post released over 24 hrs, or control 1.25" rainfall event post to pre.					
c.2	Pre-development areas draining to sink-hole: area removed from calculation of pre-development runoff.					
c.2	Land Use, RCN's & Time of Concentration are correct. (Note: 24 hour precipitation; 2yr = 3.1", 10yr = 4.95", 100yr = 7.0")					
c.5	Provide note on plat stating if there will/will not be an off-site borrow pit. Provide S & E control plan for borrow pit if applicable.					
c.7	Cut & Fill Activity: does not encroach on adjacent property					
c.8	Culverts: galvanized, min. 15", min. 0.5% slope, & rip-rap aprons.					
c.9	Culverts: minimum 12" cover under subdivision roads					
c.12	Project within 500' of stream? Provide note on plat per this section.					
c.13	SWM & Culvert Discharge: in cuts & 0% grade to end of rip-rap.					
	Outfall Rip-Rap: depressed 6" if within 75' of property line.					
	Anti-seep Devices: provide if embankment > 6' height.					
	Dam Breach Analysis: provide if embankment >10' height.					
WATER & SEWER SYSTEMS (pg. 52)						
d.1	Septic Fields & Percolation Holes: show on plat.					
d.2	Water & Sewer Systems: provide plans, profiles, details, & construction notes. Provide copy of Health Dept. Permits & put Permit no. on plat.					
d.3	Letter of Water/Sewer Service Availability: provide copy from PSD.					
d.4	Pressure Grouted Well: provide verification note on plat per this section (pg. 53)					
d.5	Individual Well & Septic: provide prohibition note on plat if central water and/or sewer is available.					
d.6	Water & Sewer Lines: provide note on plat that water & sewer lines are have min. 10' horiz. Separation; and 1' min. vert. separation at crossing,					
d.7	Public Service Connection Note: for well and/or septic systems, note requiring future connection if service becomes available.					
d.8	Service Laterals Note: provide note laterals to be installed before paving					
d.9	Pipe Bedding: provide adequate pipe bedding/trench detail & notes.					

d.10	Backfill Compaction & Inspection: provide note that backfill to be compacted to 98% maximum dry density (ASSHTO T99C), & pipe installation to be inspected by the utility accepting the lines.					
d.11	Fire Hydrants: required in central water systems with 60,000 gal. storage and 500 gpm at 20 psi residual pressure.					
d.12	Central Water System: required in subdivisions \geq 100 lots. Fire hydrants required for subdivisions \geq 150 lots.					
d.13	Fire Truck Tap: provide at storage tank if fire hydrants not feasible.					
d.14	Fire Hydrant Spacing: 750' spacing max. & on min. 6" supply line.					
d.15	Fire Hydrant: provide note that specifications & threads are to be compatible with county fire department requirements.					
	LOTS & SETBACKS (pg. 55)					
e.1	Minimum Lot Size: 10,000/20,000/40,000 Sq.-ft.					
e.3	Minimum Road Frontage 80' & Lot Depth to Width Ratio 3:1 max.. If cul-de-sac frontage < 80', front setback moved to point of 80' width.					
e.4	Acute Lot Corners: lot corner angles no less than 60°					
	UTILITIES (pg. 58)					
I	Shall be underground if more than five lot subdivision.					
Section	SUBDIVISION REGULATIONS – ARTICLE 12 (pg. 80)					
12.0	Park Land Reservation: > 5 lots, provide per this section					
Section	SUBDIVISION REGULATIONS – ARTICLE 13 (pg. 81)					
13.1	Homeowners Association: note on plat per this section					
13.2	Road/Common Land Maintenance: note on plat per this section					
13.3	Leash Law (more than 10 lots): note on plat per this section					
Section	SUBDIVISION REGULATIONS – ARTICLE 14 (pg. 82)					
14.2	Hillside Regulations – Natural Areas Protected: shown on plat					
Section	ZONING REGULATIONS – ARTICLE 4 (pg. 24)					
4.06 4.11	Building Setbacks & Distance Requirements: Landscaping, Screening & Buffer Yards: provide per all sections (See table, Section 14.6, pg 28)					
4.11.G	Wetlands/Sensitive Area - Buffer Note: provide buffer per this section. (See buffer size, pg. 25)					
4.13	Potomac & Shenandoah River Setback: 500' for non-residential					
4.18	Model Home Provision Exercised: note on plat. Model home allowed if located on the first lot on either or both sides of any Road/R.O.W. entering the subdivision.					
	Other Items					
	Lot Access Limited to Interior Roads Only.					

	Health Department Permits on File & permit no. on plat					
	Road Name Approval Letter received from Addressing Office					
	Approval letter received from Addressing Office indicating review & approval of plat & issues with road names, address changes, required notes on plat, etc. are satisfactorily resolved.					
	Copy of "Conditional Use Permit" on plat cover sheet					
	List of Approved Variances: provide on plat cover sheet.					
	Table of Lot Number & Driveway Culvert Sizes on plat.					
	Storm Water Management Facilities are accessible.					
	No Remnants or Landlocked Parcels.					
	Residue Parcel - Boundary Surveyed: required if < 25 acres, or if ≤ the sum of the areas of the other platted lots.					Applicant shall submit NPDES Permit Application to the D.E.P. only after all other items on this checklist are approved.
	Construction Storm Water NPDES Permit: Submit copy of application form if > 1 acre disturbed.					
	Plat Signed & Sealed by WV licensed Surveyor (original signature)					
	Plat Signed by Developer & Owner (original signatures)					
Sub Section	SUBDIVISION REGULATIONS – ARTICLE 8, Section 8.3					
	PUD/TOWNHOUSES (pg. 58)					
c.2	Minimum Lot 1400 sq.-ft.; min. 3500 sq.-ft. developed area per dwelling. Minimum Setbacks provided.					
c.4	Utilities Underground					
c.5	Screening & Landscape Plan: provide per this section.					
c.6	Parkland provided per Article 12 (pg. 80)					
c.7	Parking provided per this section (pg. 60)					
	Internal Roadway Circulation & Public R.O.W. adequate.					
West Virginia Department of Environmental Protection						
	Submitted Ground Water Protection Plan (GPP)					<u>Note:</u> This is a WVDEP requirement; contact them for assistance on this matter.
	Applied for Underground Injection Control permit (UIC) if storm water facility is intended to infiltrate; and/or if septic systems are proposed for the development.					<u>Note:</u> This is a WVDEP requirement; contact them for assistance on this matter.

NOTES:

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 preliminary-plat review submission. The engineer/surveyor shall note in the "Surveyor" column where each item on the checklist is addressed on the preliminary plat.
3. Place all site notes (i.e., Flood Plain designation, Model Home provision note, Permit numbers, Leash Law note, Road Maintenance note, Bldg. Setback note, 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 "Engr./Surveyor", where the information can be found. This will allow for a quicker and more thorough review of the plat on the first submission.