



JEFFERSON COUNTY, WEST VIRGINIA

Office of Planning and Zoning
116 East Washington Street, P.O. Box 716
Charles Town, WV 25414

File Number:
Staff Initials:
Total Fee(s):

www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html

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Major Subdivision Concept Plan Review Checklist

The Concept Plan submittal shall be on white paper and shall show in simple form the proposed project. Further details can be found in the checklist below. The Concept Plan shall be accompanied by a tract location map and a tentative list of restrictive covenants and conditions or a tentative statement of project objectives, rules, and regulations.

In order to determine sufficiency, this application and a copy of the Concept Plan must be submitted to the Jefferson County Departments of Planning and Zoning 45 days prior to the next regularly scheduled Planning Commission meeting. Please refer to Article 24 of the Subdivision Regulations for Concept Plan Requirements.

Property Owner Information

Name:
Mailing Address:
Phone Number:
Email:

Registered Engineer(s), Surveyor(s), or Consultant(s) Information

Name:
Mailing Address:
Phone Number:
Email:

Physical Property Details

Physical Address:
City:
State:
Zip Code:
Tax District:
Map No:
Parcel No:
Parcel Size:
Deed Book:
Page No:

Zoning District (please check one)

Table with 7 columns: Residential Growth (RG), Industrial Commercial (IC), Rural (R), Residential-Light Industrial-Commercial (RLIC), Village (V), Neighborhood Commercial (NC), General Commercial (GC). Second row: Highway Commercial (HC), Light Industrial (LI), Major Industrial (MI), Planned Neighborhood Development (PND), Office/Commercial Mixed-Use (O/C).

Place Received Date Stamp Here

Signature of Property Owner

Date

Signature of Property Owner

Date

	1st Review	2nd Review	3rd Review	4th Review
<b>Submittal Date</b>				
<b>County Engineer</b>				
<b>Zoning Administrator</b>				
<b>County Planner</b>				
<b>Return Date</b>				

County Engineer Approval Stamp

*Approved/Denied by a vote of \_\_\_\_\_ for and \_\_\_\_\_ against, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.*

**Approved**

**Denied**

*Direction Given/Planning Commission Comments*

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**Checklist to be Completed by Department Staff**

	<i>Regulation Requirements:</i>	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
<b>Sub-Section</b>	<b>SUBDIVISION REGULATIONS Section 24.119 Major Site Plan Concept Plan</b>							
B.1	General Location Map showing an area of 500' around the property. Zoning boundaries shall be located on this document.							
B.2	Concept Plan - Appendix A, Section 1.2. Should be on 24 x 36 sheet, white paper. Show or note if features are addressed.							
	Proposed layout, as applicable: Layout of lots, parking areas, recreation areas, roads, building areas, and other features to depict the proposed project in relation to each other and the tract boundary.							
B.3	Zoning Information:							
	a. Determination of zoning district for proposed project.							
	b. Density calculations							
	c. Site resource map showing or noting: (see definition of site resource map)							
	Contours per USGS Topographical Quadrangle							
	Detail all natural features such as woods, watercourses, hillsides, prominent rock outcroppings, sink holes, and quarries.							
	Slope delineations per Section 22.504, use Table 22.504							
	Floodplain delineation per Jefferson Co. Floodplain Ordinance.							
	d. Use designations for all adjoining and confronting parcels.							
B.4	Proposal Description shall be a written description of the proposal with general identification of the number of dwelling units or floor area (square footage) proposed, commentary, zoning, and development option selected if the development is multifamily residential.							
B.5	Traffic Impact Data							
	a. ADT figures for the adjoining or accessible State road.							
	b. Trip generation based on table found in Section 24.119(B)5.b							
	c. Nearest key intersection that will serve the proposed project. A "key intersection" is defined as any intersection with a primary or secondary highway as classified by the current Comprehensive Plan.							
	d. "Highway Problem Areas" according to current Comprehensive Plan that falls within a one-mile radius of the project.							

	<b>Regulation Requirements:</b>	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
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B.7	Agency Reviews: applicant shall provide a copy of the letter sent to outside agencies to Department within seven days of the submission. Agency comments shall be received by the department fourteen days prior to public workshop. If any review agency does not respond, they shall be deemed to have approved the plan.							
	<b>Reviewing Agencies (Sec. 23.203 and 23.204):</b>							
	Jefferson County Health Department							
	West Virginia Department of Health							
	Jefferson County Public Service District							
	West Virginia Department of Environmental Protection							
	Jefferson County Historical Landmarks Commission							
	Jefferson County Addressing/GIS Office							
	West Virginia Department of Division of Highways							
	Jefferson County Schools							
	Emergency Services							
B.8	Additional data that may assist in describing project(s).							
B.10	Adjoining Property: applicant must provide an accurate list of all properties and owners' addresses adjoining the subject property. Adjoiners and HOAs shall be notified by staff the date of workshop.							
E.	WVDOH shall submit a letter to the Department of Planning indicating issues and data requirements or notice that there are none.							
F.	Traffic Impact review shall indicate whether a traffic impact study will be required based on analysis required in 24.119.B.5.e							
G	Public Services: indicate existing water and sewer systems (or other system) in place for development.							