



OFFICE USE
CASE NO. _____

APPLICATION FOR MAJOR SUBDIVISION

A Major Subdivision of property includes the creation of five (5) or more parcels, AND/OR the extension of off-site facilities (streets, etc.), AND/OR the dedication of a portion of the site for public use.

(PLEASE TYPE OR PRINT IN INK)

I. APPLICANT			
Name:		Phone:	
Mailing Address:	Street	Email:	Mobile:
	City		State
	II. AGENT / CONTACT INFORMATION		
Name:		Phone:	
Mailing Address:	Street	Email:	Mobile:
	City		State
	Mailings:	Send all correspondence to (check one): Applicant OR Agent/Contact	
III. PROPERTY			
Owner:		Phone:	
Mailing Address:	Street	Email:	Mobile:
	City		State
	IV. SITE		
Street Address (if assigned):		Tax Map No(s):	
Zoning:	Parcel No(s):		
Subdivision Description:			

PRELIMINARY PLAT [Z-MJSP]

Fee = \$125.00 PLUS \$20.00 per lot

No. of Lots: _____

Fee: _____

FINAL PLAT [Z-MJSF]

Fee = \$125.00 PLUS \$20.00 per lot

No. of Lots: _____

Fee: _____

Finance Rev'd



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IV. SITE (cont.)					
Proposed Land Use	Net Acreage	Number of Lots or Tracts	Minimum Lot Size (sq. ft.)	Average Lot Size (sq. ft.)	Maximum Lot Size (sq. ft.)
Single-Family					
Multi-Family					
Commercial					
Industrial					
Other (common area, parks, etc.)					

V. SUBMISSION CHECKLIST
AS SET FORTH IN ARTICLES 1317 AND 1319 OF THE PLANNING AND ZONING CODE
<u>Preliminary Plat Submission</u>
<ul style="list-style-type: none"> (a) FEE – \$125.00 PLUS \$20.00 per lot (b) Twelve (12) copies with a horizontal scale of 50 or 100 feet to the inch on standard sheet size of thirty-one by forty-one inches or sixteen by twenty-one inches. (c) A vicinity map at a scale of no more than 800 feet to the inch, either shown on or accompany the preliminary plat showing existing subdivisions, roads and tract lines with the names of the owners of land immediately adjoining the proposed subdivision. (d) A letter of service availability and approval from the Morgantown Utility Board concerning water, sanitary sewer, and stormwater services. (e) CONTENTS OF PRELIMINARY PLAT: <ul style="list-style-type: none"> (1) The proposed name of the subdivision. (2) North point, scale, and date. (3) The names and addresses of the subdivider and of the site planning engineer or surveyor. (4) The tract designation and other description according to the real estate records of the Monongalia County tax map office. (5) The boundary line (accurate in scale) of the tract to be subdivided. (6) Contours at intervals of five feet or less, referred to sea level datum, for subdivisions over ten acres, and for others when required by the City Engineer. (7) The location, widths, and names of all existing or platted roads or other public ways within or adjacent to the tract, existing permanent buildings, railroad rights-of-way, and other important features, such as lot lines, political subdivisions, or corporation lines.



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V. SUBMISSION CHECKLIST (cont.)

- (8) The names of adjacent subdivisions or the names of record owners or adjoining parcels of unsubdivided land.
 - (9) Existing and proposed sewers, water mains, fire hydrants, culverts, or other underground structures within the tract and immediately adjacent thereto with pipe sizes, grades, and locations indicated.
 - (10) All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions or limitations of such reservation, if any.
 - (11) The layout, names, and widths of proposed roads and easements.
 - (12) The building line proposed for each street or road.
 - (13) The profile of each road with tentative grade. Sea level datum shall be used.
 - (14) The cross section of proposed roads showing the width of roadways, ditches, locations, and width of sidewalks and the location and size of utility mains.
 - (15) A plan and profile of proposed storm water drainage, with grades and pipe sizes of sewers indicated, and drainage courses, culverts, and bridges.
 - (16) The layout, numbers, and approximate dimensions of proposed lots.
- (f) SUPPLEMENTARY INFORMATION
- (1) Statement of proposed use of lots, stating type of residential buildings with number of proposed dwelling units; type of business or industry; so as to reveal the effect of the development on traffic, fire hazards, or congestion of population.
 - (2) Proposed covenants and restrictions.

**NOTE: CONDITIONAL APPROVAL OF A PRELIMINARY PLAT SHALL NOT
CONSTITUTE APPROVAL OF THE FINAL PLAT.**

Final Plat Submission

- (a) **FEE – \$125.00 PLUS \$20.00 per lot**
- (b) Twelve (12) copies with a horizontal scale of 50 or 100 feet to the inch on standard sheet size of thirty-one by forty-one inches or sixteen by twenty-one inches. The following information shall be shown:
 - (1) Name of the subdivision; location by appropriate legal description, date, north point, graphic, and numerical scale and total acreage.
 - (2) All plat boundaries with length of courses in feet and hundredths, bearing to not more than half minutes.
 - (3) Bearings and distances to the nearest established street lines or other recognized permanent monuments, which shall be accurately described on the plat.
 - (4) Lines of adjoining streets and alleys with their widths and names, plus building setback lines.



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V. SUBMISSION CHECKLIST (cont.)

- (5) The radii, arcs, chords and chord bearings, points of tangency and central angles for all curvilinear streets and radii for rounded corners.
 - (6) All easements and rights-of-way provided for public services or utilities, and any limitations of such rights-of-way or easement.
 - (7) All lot numbers and lines, with accurate dimensions in feet and hundredths, and with bearings. The basis of bearings shall be stated on plat. The acreage of each lot shall be indicated.
 - (8) Accurate location and description of all monuments.
 - (9) Names and addresses of the subdivider and the qualified surveyor licensed in the State of West Virginia who prepared the plan.
 - (10) Accurate outlines of any areas to be dedicated or temporarily reserved for public use with the purpose indicated thereon.
 - (11) Vicinity map of area within one-half mile radius.
 - (12) Restrictions of all types which will run with the land and become covenants in deeds for lots.
 - (13) Certifications for the City Engineer, the Planning Commission President, and deeds of dedication must be labeled and completed on the final plat.
- (c) OTHER EXHIBITS REQUIRED
- (1) The final locations of all storm sewer and sanitary sewer lines, including service lines to each property line. All locations shall be referenced to the property line.
 - (2) Dimensions and location of all paving, curbs, and public sidewalks.
 - (3) Final grades and profiles of all streets and sewers, when required.
 - (4) Draft of protective covenants whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed subdivision.
 - (5) Certificate of a registered professional civil engineer that all improvements have been constructed in accordance with the standard specifications of the City AND/OR a letter from the City Engineer stating that said improvements have been properly secured by performance bond or appropriate surety security ensuring that said improvements will be constructed in accordance with the standard specifications of the City.

VIII. ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

_____	_____	_____
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date