



JEFFERSON COUNTY, WEST VIRGINIA

Departments of Planning and Zoning

116 East Washing Street, 2nd Floor, P.O. Box 338

Charles Town, West Virginia 25414

File Number: _____

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Final Plat Review Checklist

Amended 2008 Subdivision Regulations

Major ☐ or Minor ☐ (please check one)

Subdivision Name: _____

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: _____

Zoning
District:

Rural
(R-A)

Residential
Growth
(R-G)

Industrial
Commerical
(I-C)

Residential-
Light Industrial-
Commercial
(R-L-C)

Village
(V)

☐☐☐☐☐

	1st Review	2nd Review	3rd Review	4th Review
Submittal Date				
County Engineer				
Zoning Administrator				
County Planner				
Assessor's Office				
GIS / Addressing				
Director of Planning & Zoning				
Return Date				

County Engineer Approval Stamp

Please provide deeds going back to at least October 5, 1988.

Density Notes

“This subdivision, together with past subdivision of this property, has utilized all development potential or lots to which the _____ acre parent parcel is entitled under the terms of the Jefferson County Subdivision Regulations. No additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be rezoned or amendments to the County development regulations may permit additional subdivision.”

“To date, this subdivision, together with all past subdivisions of this property, has utilized _____ development rights to which the _____ acre parent parcel is entitled to _____ under the terms of the Jefferson County Subdivision Regulations. _____ additional lots will be permitted subsequent to the approval of this plat of subdivision unless or until such time as the property may be rezoned or amendments to the County development regulations may permit additional subdivision.”

Applicable Dates

Pre-Proposal Conference (if applicable):	
Pre-Proposal Memo Written and Sent:	
Application Meeting:	
Site Inspection (if applicable):	
Written Determination to be Mailed:	
Approval Date:	
Approval Expiration (60 days from Approval):	
Recordables Approved:	

Reviewing Agencies Comments (Attach Additional Comments As Needed)

Conditions of Approval (Attach Additional Comments As Needed)

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. All references to the Subdivision Regulations Appendix A and Appendix B are cited for informational purposes only.
2. The checklist shall be completed by the Engineer/Surveyor and attached to the final-plat review submission. The engineer/surveyor shall note in the “Surveyor” column where each item on the checklist is addressed on the final plat.
3. Place all site notes (i.e., Flood Plain designation, Permit numbers, Leash Law note, Road Maintenance note, Building Setback note, etc.), 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 “Engineer/Surveyor”, where the information can be found. This will allow for a quicker and more thorough review of the plat on the first submission.

	<i>Regulation Requirements: (See instructions on page 2)</i>	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
							✓	Ok
							O	Incomplete
							N/A	Not Applicable
							X	Unacceptable
Sub-Section	SUBDIVISION REGULATIONS Appendix A, Sec. 1.4 Final Plat							
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 Subdivision 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 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	If applicable, a small scale inset map showing the general location of the subdivision section relative to other sections of the same subdivision.							
7	Parcel/Perimeter Boundary: Show bearings, distances and corner markers.							
8	Lot Boundary Lines: drawn to scale and dimensioned.							
9	Lot Boundary Lines: described by bearings and distances.							
10	Show the location and description lot markers and permanent concrete control monuments. Where possible, permanent concrete monuments should be at least 750' apart; away from future roadwork and at least 2 per section or block.							
11	Show building setback lines and note setback distances on the plat.							
12	Lot numbers: numbered in logical order.							
13	Symbol Key: identify corners, markers, monuments, etc. by type and whether "found," "set," or "to be set."							
14	Existing Easements and ROW: Shown on plat, otherwise provide note stating there are none.							
15	Proposed Easements and ROW: Shown on plat, otherwise provide note stating there are none.							
16	Future Easements and ROW: Shown on plat, otherwise provide note stating none are proposed.							
17	Adjoiners: By owner name, tax map, parcel, deed book, and page number. Show departure lines for each adjoining property.							

	Regulation Requirements: (See notes on page 2)	Engineer /Surveyor	1st Review	2nd Review	3rd Review	4th Review	Review Key	
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18	Show and indentify lands reserved for public or semi-public use.							
19	Show existing adjacent roads; ROW widths, road names, and route numbers.							
20	Delineate the approximate 100-Year Floodplain with setback; show delineated wetlands located on and/or adjacent to the property.							
21	Lot Area: to nearest 0.01 acre or to the nearest 100 square feet.							
22	Curve Data-radius: R, Delta, Arc, Tangent, Chord & Chord Bearing.							
23	Show computations table of total tract area & land area in lots, common area, and ROW.							
24	Descriptive Lines inside Tract Boundary: per App. A, Sec. 1.3.24.							
25	Descriptive Lines outside Tract Boundary: per App. A, Sec. 1.3.25.							
26	Septic Suitability note, per App. A, Sec. 1.3.26.							
27	A Statement of Acceptance place on the plat cover sheet, signed and dated by the developer.							
28	Surveyor's Certification on cover sheet as to accuracy of the plat, with West Virginia surveyor's professional seal and signature.							
29	Note on the plat, the WVDOH entrance permit number and provide a copy of the entrance permit.							
30	Note on the plat, the WV Bureau of Health and/or Jefferson County Health Department permit numbers for water/well and septic/ sanitary sewer systems; and provide a copy of the approved plans and permits.							
31	Such other conditions, certificates, affidavits, endorsements, dedications or agreements as may be deemed necessary by the PC.							
32	A final list of restrictive covenants and/or the declaration in accordance with the WV Uniform Common Interest Ownership Act shall be submitted with the Final Plat. However, they shall not become part of the final plat.							
33	Signature block placed on the plat cover sheet for the signature of the Director of Planning and Zoning and the affixing of the PC's Seal.							
34	Provide a list of waivers of the Final Plat cover sheet in accordance with Appendix A, Section 1.2.A. 34.							
35	In the Rural District, all plats shall provide density calculation and a notation (Section 1.4. 35).							
36	Proposed easements and ROW shall be identified, located, dimensioned, & drawn to scale. Roads shall be named. Road names shall be approved by the Jefferson County GIS/Addressing Office.							

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Sub-Section	SUBDIVISION REGULATIONS Appendix B, Sec. 3.1 Water & Sanitary Sewer Systems							
3.1.A.2	Septic system percolation hole & reserve area shown on plat; with 100' well separation buffer shown, as applicable.							
3.1.A.3	Effective as of 03/01/89, in all subdivisions to be served by individual wells, all such wells shall be pressure grouted. A note shall be placed on all plats (reference Appendix B, Section 3.1.A.4).							
3.1.A.4	In subdivisions to be served by individual wells and/or septic systems a note shall be placed on the Final Plat alerting the public that "The Public Service District may require in the future each property owner to abandon existing well and septic systems and to connect to a centralized system when and if it becomes available."							
3.1.B.4	Where centralized water and/or a sanitary sewer system are provided in a subdivision, a note shall be placed on the Final Plat stating: "Private wells and/or private septic systems for domestic use are prohibited when central water and/or sanitary sewer service is available."							
3.1.B.5	Where possible, water and sewer lines that are installed parallel to subdivision roads shall be laid within the road ROW. Otherwise, utility easements shall be provided as deemed necessary to provide for access and maintenance. A note shall be placed on the Final Plat stating: "A blanket easement is granted to the appropriate Public Service District in all road ROW for construction and maintenance of water and sanitary sewer lines."							
3.1.B.6	A note shall be placed on the Preliminary Plats and Final Plats stating that: "Service laterals to individual lots or sites shall be installed prior to construction of the finished road pavement surface."							
Sub-Section	SUBDIVISION REGULATIONS Appendix B, Sec. 4.1 Erosion & Sediment Control							
4.1.B.2.j	The following shall be placed on the Site Plan, Preliminary Plat, and Final Plat of subdivision: "All residential and non-residential building lots shall have a stabilized construction entrance installed prior to beginning construction on the lot."							
Sub-Section	SUBDIVISION REGULATIONS Appendix B, Sec. 4.2 Storm Drainage							
4.2.G.3	Show all existing drainage easements of record, if any, on plat with width, bearings and distances.							
Sub-Section	SUBDIVISION REGULATIONS							
21.105	All necessary easements are provided; per this section.							
21.402.D	Note on Plat: "No structures, fences, or landscaping shall be located in the easements."							

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22.600	Complies with the Flood Plain Management Ordinance?							
	Note on Plat: The flood plain designation/zone and the FIRM Map number; and whether or not there is flood plain on the property.							
	Delineate flood plain on plat and show 25' building setback from floodplain, if there is floodplain on the parcel.							
	Conditional Items							
	No Remnants or Landlocked Parcels							
	Approval letter received from Addressing Office indicating review and approval of plat & issues with road names, address changes, required notes on plat, etc. are satisfactorily resolved.							
	Residue Parcel - Boundary Surveyed: required if < 25 acres, or if ≤ the sum of the areas of the other platted lots.							
	Provide Error of Closure note stating 1:7500 or better.							
	Provide table of lot number's and driveway culvert sizes on plat.							
	Plat Signed and Sealed by WV licensed Surveyor (original signature)							
	Plat Signed by Owner (original signatures)							
	Road/Common Land Maintenance Language: Choose one of the following three notes to add to the final plat:							
	"The cost and expense of maintaining the private road easement shall be divided equally among the lot owners in the subdivision and paid by the lot owner or heirs, assigns and successors in interest of each such owner."							
	"Each owner shall be assessed a sum equal to the road maintenance and upkeep expenses for the ensuing year multiplied by a fraction of which the numerator shall be the assessed value of the property owned by the owner and the denominator shall be the total assessed values of all the lots."							
	"Each lot owner along the private road/access easement shall have unobstructed right of ingress and egress over said private road/access easement to and from their respective residences or property. Each lot owner shall share equally in the cost of maintaining said private road/access easement to keep it in a state of repair that is, at a minimum, as good as the condition of the private road/access at the time of closing."							
	Note on the final plat: "The parties hereto state and acknowledge that said access road or access easement is private and its maintenance, including snow removal, is NOT a public responsibility or the responsibility of Jefferson County, WV."							