



MORGAN COUNTY PLANNING COMMISSION

77 Fairfax Street - Room 105, Berkeley Springs, WV 25411

Telephone: (304) 264-1963 ext. 1303

Web Page: <http://morgancountywv.gov/Planning/>

FINAL PLAT CHECKLIST

*(2018 Morgan County Subdivision Ordinance**)*

Additional Requirements for Low Impact Subdivision. See Low Impact Subdivision Checklist.

Project: _____ **Developer:** _____

Engineer: _____ **Date Submitted:** _____

Reviewed By: _____ **Reviewed Date:** _____

REQUIRED INFORMATION

	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
	<p><u>General Information:</u></p> <ul style="list-style-type: none"> • Three (3) prints of the final plat • Plat scale of fifty (50) feet or less = one (1) inch • Sheet size of 24" x 36" with 1 1/2" binding • Index sheet shall be included for plans with multiple sheets • Plat clearly labeled as "FINAL PLAT" • Prepared by a West Virginia Licensed professional surveyor/engineer • Electronic copy of final plat 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<p><u>Vicinity Map:</u></p> <ul style="list-style-type: none"> • Scale of 1,000-5,000 = 1 inch • Site location • Show public roads, landmarks, and geographic features within one thousand (1000) feet of development site 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Subdivision name	<input type="checkbox"/>	<input type="checkbox"/>	
	Name and address of the owner of the land and name and address of subdivider/developer, if other than the owner	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>If the final plat under review is a re-plat of a subdivision of record, there shall be shown the following statement on the final plat with the applicable entries made thereon:</p> <p style="padding-left: 40px;">This is a re-plat of (name of subdivision), recorded on (date of recording), in Deed Book # ____, Page # ____, owned by ____ (name) ____, at time of recording.</p> <p style="text-align: center;">_____ Signature of Present Owner</p> <p>If the subdivision is recorded in other Morgan County records, such record and date of the recording should also be shown</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	In the case of a re-plat of a subdivision of record, the Planning Commission may require that dotted or dashed lines be used to show features or location to be abandoned and solid lines to show the currently proposed features or locations	<input type="checkbox"/>	<input type="checkbox"/>	

	Item	Yes	N/A	Planning
	Location of building site and the permitted and approved well and septic area shall be indicated on the final plat. Location of the approved 10,000 square foot septic system area and well site for each lot shall be indicated with location ties to property corners shown so that the boundaries of the 10,000 square foot area and well site can be re-established by future survey. The rectangle shown on the plat designating the space reserved for septic system and drcain field shall contain the words "Septic Reserve Area."	<input type="checkbox"/>	<input type="checkbox"/>	
	The location and method of on-site stump disposal pits, waste areas and borrow areas shall be shown. The developer shall certify that off-site disposal of stumps has been done in a lawful manner	<input type="checkbox"/>	<input type="checkbox"/>	
	If a subdivision lot lies within a flood prone area, the following statement shall be shown on the Final Plat: "ALL OR PART of this real estate, as delineated on this plat, is within the 100 year flood plain. The legal ramifications of this are significant and use of this land may be limited. Details may be obtained from the Morgan County Planning Commission."	<input type="checkbox"/>	<input type="checkbox"/>	
	A complete listing of all waivers of the Morgan County Subdivision Regulations that were approved by the Planning Commission			

Project Notes: _____

*** The Morgan County Subdivision Ordinance (2018) is the official governing regulation for all subdivision and land development in Morgan County, WV. The above checklist is not meant to be an all-inclusive list of items to be included on plan submissions but is merely a guide to assist in plan preparation and review. All plans must be in compliance with all provisions of the Morgan County Subdivision Ordinance (2018) prior to approval.*