



# **MORGAN COUNTY PLANNING COMMISSION**

777 Fairfax Street, Berkeley Springs, WV 25411

Telephone: (304) 304-867-3133

Web Page: <https://morgancountywv.gov/planning-commission/>

## **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	
	<b><u>General Information:</u></b> <ul style="list-style-type: none"> <li>• Three (3) prints of the final plat</li> <li>• Plat scale of fifty (50) feet or less = one (1) inch</li> <li>• Sheet size of 24" x 36" with 1 ½" binding</li> <li>• Index sheet shall be included for plans with multiple sheets</li> <li>• Plat clearly labeled as "FINAL PLAT"</li> <li>• Prepared by a West Virginia Licensed professional surveyor/engineer</li> <li>• Electronic copy of final plat</li> </ul>	<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"/>	
	<b><u>Vicinity Map:</u></b> <ul style="list-style-type: none"> <li>• Scale of 1,000-5,000 = 1 inch</li> <li>• Site location</li> <li>• Show public roads, landmarks, and geographic features within one thousand (1000) feet of development site</li> </ul>	<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"/>	
	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: 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.  _____ Signature of Present Owner  If the subdivision is recorded in other Morgan County records, such record and date of the recording should also be shown	<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"/>	

	<b>Item</b>	<b>Yes</b>	<b>N/A</b>	<b>Planning</b>
	<p><b><u>Exact layout of the Subdivision:</u></b></p> <ul style="list-style-type: none"> <li>• Street and alley lines; their names, bearings, angles, of intersections and widths including widths along the line of any obliquely intersecting streets</li> <li>• Basis for bearings for all property lines shall be shown whether magnetic or astronomic; if magnetic, declination shall be shown</li> <li>• Data for all curves shall be shown in detail at the curve or in a curve data table</li> <li>• All easements or right-of-way shall; <ul style="list-style-type: none"> <li>○ be described by bearings and distances with ties to property corners;</li> <li>○ have the source (deed book reference and holder) of easements or rights-of-way shown if existing</li> </ul> </li> <li>• Proposed house location</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
	"Bearings and distances of flood plain areas on each lot where applicable; the elevation of the 100 year flood plain at each lot with benchmarks	<input type="checkbox"/>	<input type="checkbox"/>	
	Lots numbered in numerical order, and blocks lettered in alphabetical order or numbered in numerical order throughout the entire subdivision	<input type="checkbox"/>	<input type="checkbox"/>	
	Area of each lot. If applicable, area of flood plain of each lot shall be calculated and shown separately	<input type="checkbox"/>	<input type="checkbox"/>	
	Front setback building lines, and any other setback lines or street lines established by public authority, and those stipulated in the deed restrictions	<input type="checkbox"/>	<input type="checkbox"/>	
	Accurate outlines of any areas to be reserved or dedicated for common use by the residents of the subdivision or land development unit, or for the general public use with the purposed indicated thereon	<input type="checkbox"/>	<input type="checkbox"/>	
	Space for subdivision approval permit	<input type="checkbox"/>	<input type="checkbox"/>	
	<p>Each subdivision final plat approved as one of the following types of subdivision shall contain the statement listed for that type of subdivision</p> <p><b><u>High Density Housing:</u></b></p> <p>"This subdivision has been approved by the Morgan County Planning Commission as a High Density Housing subdivision. The roads are considered adequately designed and constructed for year-round access by standard AASHTO design vehicle designation."</p> <p><b><u>Single Family Housing:</u></b></p> <p>"This subdivision has been approved by the Morgan County Planning Commission as a Single Family Housing subdivision. The roads are considered adequately designed and constructed for year-round access by standard AASHTO design vehicle designation."</p> <p><b><u>Mobile Home Parks:</u></b></p> <p>"This subdivision has been approved by the Morgan County Planning Commission as a Mobile Home Park subdivision. The roads are considered adequately designed and constructed for year-round access by standard AASHTO design vehicle designation. This Mobile Home Park shall only be sold as a whole and not as individual subdivision lots."</p>	<input type="checkbox"/>	<input type="checkbox"/>	
	An owner certification indicating that the plat is in conformance to any covenants and restrictions affecting the property and that all rights-of-way and easements affecting the property have been shown	<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 dtrain 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:** \_\_\_\_\_

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*\*\* 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.*