



MORGAN COUNTY PLANNING COMMISSION

77 Fairfax Street, Berkeley Springs, WV 25411

Telephone: (304) 304-867-3133

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

PRELIMINARY PLAT CHECKLIST

*(2018 Morgan County Subdivision Ordinance**)*

Additional Requirements for Commercial ILP. See Commercial ILP Checklist.

Project: _____ **Developer:** _____

Engineer: _____ **Date Submitted:** _____

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

REQUIRED INFORMATION

	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
	<u>Outside Agency Approvals & Permits:</u>			
	• Warm Springs Public Service Water District	<input type="checkbox"/>	<input type="checkbox"/>	
	• Berkeley Springs Water Works	<input type="checkbox"/>	<input type="checkbox"/>	
	• Well Permit from Morgan County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	
	• Septic Permit from Morgan County Health Department	<input type="checkbox"/>	<input type="checkbox"/>	
	• West Virginia Department of Highways Approval	<input type="checkbox"/>	<input type="checkbox"/>	
	• US Army Corps of Engineers	<input type="checkbox"/>	<input type="checkbox"/>	
	• NPDES		<input type="checkbox"/>	
	<u>General Information:</u>			
	• Plat scale of fifty (50) feet or less = one (1) inch	<input type="checkbox"/>	<input type="checkbox"/>	
	• Sheet size of 24" x 36" with 1 ½ " binding	<input type="checkbox"/>	<input type="checkbox"/>	
	• Index sheet shall be included for plans with multiple sheets	<input type="checkbox"/>	<input type="checkbox"/>	
	• Plan clearly labeled as "PRELIMINARY PLAT"	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Vicinity Map:</u>			
	• Scale of 1,000-5,000 = 1 inch	<input type="checkbox"/>	<input type="checkbox"/>	
	• Site location	<input type="checkbox"/>	<input type="checkbox"/>	
	• North arrow on all sheets/ reference date and source	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Adjoiner Information:</u>			
	• Owner name, deed reference and tax map number	<input type="checkbox"/>	<input type="checkbox"/>	
	Proposed name of the land development / project placed in Title Block location of tract by Tax District, Map and Parcel Number; Deed Book and Page Number	<input type="checkbox"/>	<input type="checkbox"/>	
	Name and address of owner and applicant; name, address and telephone of subdivider/developer if different than owner; Owner's certification block	<input type="checkbox"/>	<input type="checkbox"/>	
	Name, address, and signed Seal of the Registered Engineer or Registered Surveyor.			

Section	Item	Yes	N/A	Planning
	1 set of supporting engineering calculations Signed/Sealed by WV Engineer and/or Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	
	North Arrow (with basis of north), Scale, and Date	<input type="checkbox"/>	<input type="checkbox"/>	
	Surveyors Certificate certifying exterior property lines and all monuments set / found	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Computational Breakdown:</u> <ul style="list-style-type: none"> • Total area (acreage) • Open space • Conservation Easements • Stormwater management areas • Residue • Lot area(s) • Rights-of-way 	<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"/> <input type="checkbox"/> <input type="checkbox"/>	
	<u>Existing Topography:</u> <ul style="list-style-type: none"> • Two (2) foot contour intervals when the total difference in elevation is less than 50'. 5 foot contours up to 100', 20' contours over 100' • Source of topography noted • Two elevation bench marks noted 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
	Morgan County Planning Commission Approval signature block or three (3) inch wide by two (2) inch tall space for approval stamp	<input type="checkbox"/>	<input type="checkbox"/>	
	Date of plat preparation and dates of any revisions	<input type="checkbox"/>	<input type="checkbox"/>	
	<u>Site Data:</u> <ul style="list-style-type: none"> • Subdivision boundaries distances including area to be subdivided/developed and remainder tract • Lot lines to be labeled with length of courses to hundredths of a foot and bearings to the nearest second • Curve data shall show radius, delta, arc, tangent, chord and chord bearing • Existing restrictive easements and rights-of-way and use • Parks, conservation easements, public open spaces • Impervious Coverage • Density • Parking Calculations 	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	<u>Existing Features – Man-made:</u> <ul style="list-style-type: none"> • Built structures • Power transmission towers or power lines • Historic areas or features • Sewers, water mains, utility lines, fire hydrants, culverts • Cemeteries 	<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"/>	
	<u>Existing Features – Natural:</u> <ul style="list-style-type: none"> • Forested areas and tree groves • Wetlands, water features, and swamps • Outstanding topographic features • Sinkholes or depressions (remediated and un-remediated) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Any areas specifically delineated by the United States Army Corp of Engineers, The United States Geological Survey or the Federal Emergency Management Agency as a 100-year flood plain areas, shall be shown	<input type="checkbox"/>	<input type="checkbox"/>	
	The layout of all proposed and existing lots, with approximate dimensions and area, showing setback lines	<input type="checkbox"/>	<input type="checkbox"/>	
	Location, widths, and names of all existing streets or alleys within 100 feet of project site, including State Route number if applicable. Recorded unimproved streets should be shown with dash lines	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning																																
	Well and septic locations shown in accordance with all requirements in the Morgan County Subdivision Ordinance and Health Department Regulations	<input type="checkbox"/>	<input type="checkbox"/>																																	
	If applicable, existing and proposed sewer, water, and storm drainage system design shall be submitted. Drainage calculations for all open and closed storm drainage systems must be provided	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Storm water management provisions/sediment erosion control plan in accordance with the requirements of the Morgan County Storm Water Management Plan.	<input type="checkbox"/>	<input type="checkbox"/>																																	
	<p style="text-align: center;">Residential Setback Requirements From Property Line</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: center;">Housing Types</th> </tr> <tr> <th style="text-align: left;">Minimum Setbacks</th> <th style="text-align: center;">Single Family</th> <th style="text-align: center;">Duplex & Townhouse</th> <th style="text-align: center;">Quadruplex</th> </tr> </thead> <tbody> <tr> <td>Front yard</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">40'-45'</td> <td style="text-align: center;">20'</td> </tr> <tr> <td>Side yard</td> <td style="text-align: center;">10'</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">10'</td> </tr> <tr> <td>Rear yard</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table> <p style="text-align: center;">Non-Residential Setback Requirements From Property Line</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Minimum Setbacks</th> <th style="text-align: center;">Property Line Split</th> <th style="text-align: center;">40ft plus in height</th> </tr> </thead> <tbody> <tr> <td>Front</td> <td style="text-align: center;">15'</td> <td style="text-align: center;">15% or 50' max 15' min 15' plus half height</td> </tr> <tr> <td>Side</td> <td style="text-align: center;">15'</td> <td style="text-align: center;">15% or 50' max 15' min 15' plus half height</td> </tr> <tr> <td>Rear</td> <td style="text-align: center;">15'</td> <td style="text-align: center;">15% or 50' max 15' min 15' plus half height</td> </tr> </tbody> </table>	Housing Types				Minimum Setbacks	Single Family	Duplex & Townhouse	Quadruplex	Front yard	20'	40'-45'	20'	Side yard	10'	N/A	10'	Rear yard	20'	20'	N/A	Minimum Setbacks	Property Line Split	40ft plus in height	Front	15'	15% or 50' max 15' min 15' plus half height	Side	15'	15% or 50' max 15' min 15' plus half height	Rear	15'	15% or 50' max 15' min 15' plus half height	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Types																																				
Minimum Setbacks	Single Family	Duplex & Townhouse	Quadruplex																																	
Front yard	20'	40'-45'	20'																																	
Side yard	10'	N/A	10'																																	
Rear yard	20'	20'	N/A																																	
Minimum Setbacks	Property Line Split	40ft plus in height																																		
Front	15'	15% or 50' max 15' min 15' plus half height																																		
Side	15'	15% or 50' max 15' min 15' plus half height																																		
Rear	15'	15% or 50' max 15' min 15' plus half height																																		
	Layout of all proposed and existing lots, with approximate dimensions and area in square feet for each lot; proposed uses of property; lots shall be numbered in numerical order throughout the entire subdivision	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Proposed central sewer and water supply. Any design or plans submitted to the WV Dept. of Health shall be included. Designs submitted must show location of well, septic systems and building sites to be serviced. Responsible entity for plants clearly identified on plans	<input type="checkbox"/>	<input type="checkbox"/>																																	
	<p>Individual Sewer Systems: Supply approval documentation from:</p> <ul style="list-style-type: none"> • Morgan County Health Department, State Health Department, WV DEP, or public hookup letters. • Location of drain-field shown 	<input type="checkbox"/>	<input type="checkbox"/>																																	
	<p>Individual Water Supply Systems:</p> <ul style="list-style-type: none"> • Wells located 100' from any septic system (show radius) • Wells located fifty (50) feet from any property line 	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Any access points onto a public highway must have DOH approval	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Location, dimensions and area of property for public use or to be conveyed to an owner's association	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Location, dimensions and area of proposed conservation, open space, or restrictive easements	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Location of existing gas lines, fire hydrants, electric and telephone poles, street lights, and future locations or easements	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Proposed rights-of-way or easements shall not cross any conservation easement unless written permission granted by Morgan County Farmland Preservation Protection Board or other administering agency	<input type="checkbox"/>	<input type="checkbox"/>																																	
	Locations of existing monuments and proposed monuments	<input type="checkbox"/>	<input type="checkbox"/>																																	

Section	Item	Yes	N/A	Planning
	Property located within the 100 year floodplain, in whole or in part: delineate floodplain and include plan note stating the above along with the FEMA Floodplain Map and Panel Number and Date	<input type="checkbox"/>	<input type="checkbox"/>	
	All proposed grading shall be shown on the plan as proposed contours with limits of disturbance shown. Show proposed structure location and proposed grading to accommodate structure footprint. Topography at and beyond the project boundaries shall be adequate to allow runoff of off site drainage and other off site impacts	<input type="checkbox"/>	<input type="checkbox"/>	

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.*