

# MCPC

MONONGALIA COUNTY PLANNING COMMISSION  
243 High Street, Rm 026, Morgantown, WV 26505  
Phone 304.291.9570 Fax 304.291.9573 www.monongaliacounty.gov

## Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

## GENERAL APPLICATION FOR PLAT DEVELOPMENT APPROVAL

This application shall be used for all reviews of land subdivisions including (but not limited to):

- Residential Subdivisions;
- Business, Industrial, or Commercial Parks;
- Single Lot Splits;

**Date of Submittal** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Property Owner:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

### Agent (if applicable):

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

### Legal Description of Property:

(You can use either the Street Address or the District, Map and Parcel No.)

\_\_\_\_\_  
Tax District                      Tax Map                      Parcel No.                      Parcel Size (acres or sq. ft.)

\_\_\_\_\_  
Street Address (Street, City, State, Zip Code)

**Subdivision Name:** \_\_\_\_\_

### Scope of Work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Signature required on second page\*

# MCPC

## MONONGALIA COUNTY PLANNING COMMISSION

243 High Street, Rm 110, Morgantown, WV 26505  
Phone 304.291.9570 Fax 304.291.9573 www.moncpc.org

### Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

**Current Land Use District Designation(s):** \_\_\_\_\_

**Permitted Density:** \_\_\_\_\_

**Required Lot Size:** \_\_\_\_\_

**Required Lot Width:** \_\_\_\_\_

**Required Front Yard Setback:** \_\_\_\_\_

**Required Side Yard Setback:** \_\_\_\_\_

**Required Rear Yard Setback:** \_\_\_\_\_

### Basic Requirements of all Proposed Subdivisions:

- 1) All lots Shall adhere to the Zoning District Bulk Requirements in which the parent parcel resides.
- 2) All existing buildings Shall be configured onto parcels which adhere to the Zoning District Bulk Requirements.
- 3) All proposed roads Shall conform to Article 2600, Roads and Right-Of-Way.
- 4) Roads Shall Not be considered a portion thereof of the any lot created as a result of the subdivision.
- 5) Letters of intent as required by Article 2700 "Water Facilities" and Article 2750 "Sewerage Facilities" of this Ordinance.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for a Subdivision Permit does not guarantee approval and that the fee associated with the application is non-refundable. I give permission for on-site visits as required.

**I understand that my presence is mandatory at any meetings regarding this application.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

### **SUBDIVISION REVIEW: ADMINISTRATIVE REVIEW OF SUBDIVISION PLANS**

An application for a subdivision of land Must be accompanied by a subdivision plat drawn to scale, which includes the following:

1. The actual dimensions, size, square footage, and shape of the lot to be subdivided;
2. The exact sizes and locations on the lot of existing structures, if any;
3. The location, square footage, and dimensions of the proposed lots to be created from the subdivision;
4. The location of all setbacks for each proposed lot;
5. The location of the proposed subdivision with respect to adjacent rights-of-way and easements;
6. The means, location, and dimensions of off-street parking and proposed roads (for multiple lot subdivisions);
7. Show distance from all existing and proposed structures/uses to property lines;
8. Grading plan (for multiple lot subdivisions);
9. Stormwater management plan (for multiple lot subdivisions);
10. Erosion and sediment control plan (for multiple lot subdivisions); and,
11. Signature of applicant.

These requirements apply to the zoned planning districts in Monongalia County. No subdivision plan shall be accepted unless it is complete and is verified as to the correctness of information given by the signature of the applicant attesting thereto.

Approval of site plans shall expire two years from the date of approval. In the event a subdivision authorized by a plat permit has not been submitted and approved by the County Clerk within two (2) years, the permit shall become null and void.

The Planning Office shall make every reasonable effort to process an application within 30 working days once the application is deemed to be complete.

Additional copies of the Zoning Ordinance and Maps may be purchased from the Planning Office.