

Corporation of Harpers Ferry

"Listed on the National Registry of Historic Places"

1000 Washington Street • P.O. Box 217 • Harpers Ferry, West Virginia 25425

304-535-2206 • Fax: 304-535-6520

APPLICATION FOR PLAT APPROVAL

Applicant	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct, and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. I understand that (1) town staff may visit and photograph the subject property, and (2) more supporting information may be requested and (3) this request, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. _____ Signature of Applicant _____ Date
Owner	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	
Property	Please include below, all information on the land in question and any other abutting land partially or fully owned or under option to the applicant: Street Address _____ Block and Lot Number(s) _____ Total Acreage/Lot Size _____ Existing Zoning <input type="checkbox"/> Residential District <input type="checkbox"/> Business District Are there buried utilities or easements on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes (When a plat is required, please show all easements)	
Approval Sought	<input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat	

For Official Use Only

Date Received _____ Fees Paid _____
 Received By _____ Deposits Paid _____
 Receipt Number _____



Conditions of Approval _____

 Rationale for Denial _____

FEE SCHEDULE

Estimated Project Cost	\$ _____	
Application Fee	\$ _____	(\$25.00)
Review Fee	\$ _____	(\$10 for every \$1,000.00)
Legal Advertisement	\$ _____	(\$25.00)
Refundable Notice Deposit .	\$ _____	(\$25.00)
 Total amount of fees.....	 \$ _____	

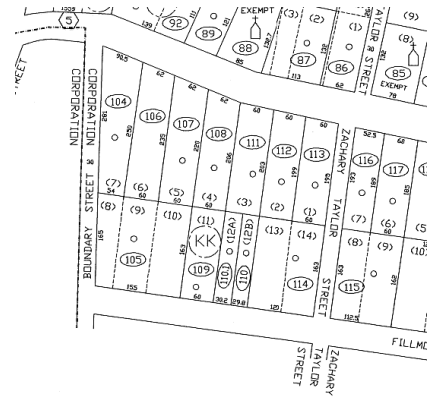
If the Planning Commission or the Town Council determines that a subject matter expert is required, additional fees may apply. For projects greater than \$1.5 million, request Fee Schedule Addendum from Town Clerk.

INSTRUCTIONS

Provide Application for Plat Approval form with all the information completely filled-in.

Five copies of this application and supporting documentation shall be provided to Town Hall.

Block and lot numbers can be found on the Howell Brown maps in the Town Hall or at the county clerk’s office in Charles Town. Tax map and parcel number can be found on the tax assessor’s map. A parcel is composed of one or more lots. In the assessor’s map, block numbers are shown in a dashed circle and lot numbers are in parentheses. The parcel number is inside a solid oval. Dashed lot lines indicate lots included in a larger parcel, bounded by solid lines. Deed book and page number can be found by clicking on the Jefferson County Document Inquiry link at <http://jeffersoncountyclerkwv.com>.



SUPPORTING DOCUMENTATION

A preliminary plat shall accompany the application and be drawn at a scale of not more than fifty feet to the inch, except where impractical, and shall show:

- (a) The scale, north arrow and date.
- (b) The proposed name of the subdivision.
- (c) The name and address of the owner of record, the subdivider, and the registered Land surveyor preparing the plat.
- (d) A key map showing the location of the proposed subdivision referencing existing or proposed major streets and governmental boundaries, if any.
- (e) The name and location of adjoining subdivisions and owners of record of adjoining properties where unplatted.
- (f) The land contours with vertical intervals of two feet referenced to a United States Geological Survey or Coast and Geodetic Survey bench mark or monument.
- (g) The location of dedicated and private streets at the point where they adjoin or are abutting the proposed subdivision.
- (h) The location of all existing easements of record, sanitary and storm sewers, water mains, culverts, power lines and other surface or subsurface structures within the tract or abutting thereto, and the proposed location, layout, type and approximate size of the following structures and utilities:
 - (1) Water mains,
 - (2) Sanitary sewer mains and sub mains,
 - (3) Storm drainage facilities,
 - (4) Street and sidewalk improvements,
 - (5) Electric lines and,
 - (6) Cable television and telephone lines.
- (i) The location of all drainage channels, if any, and the proposed method of disposing of all runoff from the proposed subdivision, as approved by the Department of Natural Resources.
- (j) The length of the boundaries of the tract, measured to the nearest foot, and the proposed location and width of streets, easements and outer limits of street right-of-ways, and approximate lot dimensions.
- (k) The existing zoning of the tract and of the property abutting thereto.

For final plat approval, an application shall include:

- (a) A final plat, neatly drawn on mylar and ten dark line copies shall be submitted to Town Hall not less than twenty-one (21) days before the next Planning Commission meeting.
- (b) At the same time, there shall be submitted five sets of the proposed plans and specifications in final form for all required off-site improvements.
- (c) In the case of a plat proposing the reserving or dedication of land to be used in common by owners of the lots within the subdivision, there shall be submitted by the subdivider evidence acceptable to the Town Council that all necessary steps have been taken for:
 - (1) The establishment of a property owner association for adequately maintaining the common property, and;
 - (2) Disposition of the common property in the event of dissolution of the association.
- (d) The final plat shall conform to the preliminary plat as approved by the Planning Commission, and shall not include the rerouting of a collector street, change in the relationship between uses of land or a change of specific elements of the preliminary plat. Plats failing to meet these requirements or other requirements of these Regulations shall not be placed on the Planning Commission agenda.