

**APPENDIX C
MAJOR SUBDIVISION PLAT CHECKLIST**

Please review Putnam County Subdivision Regulations to determine all requirements. If item requested below does not apply to you, write "not applicable" (NA).

Date:

Subdivision Name:

Submit the following to the Planning Commission at least forty-five days prior to a regular meeting of the Commission:

- 1. One copy of Application for Major Subdivision Plat Approval
- 2. Major subdivision fee
- 3. List of owners of property immediately adjacent extending 100' therefrom or directly opposite thereto extending 100' from the road frontage of such opposite property owner as shown on the tax records.
- 4. Number of stamped No. 10 envelopes equal to the number of owners of property identified in number 3 above.
- 5. If one of the properties within 100' of the subdivision is a lot within a major subdivision, submit the name of the president of the homeowners association along with a stamped envelope.
- 6. Include all contiguous holdings of the owner, the land the applicant proposes to subdivide, and all property immediately adjacent extending one hundred feet or directly opposite extending one hundred feet, with the names of the owners as shown on the Assessor's files.
- 7. Documentation of ownership, including the date the land was acquired and the deed book and page number as recorded in the County Clerk's office, the contract owner of the property, the date the contract of sale was executed, and if any corporations are involved, a complete list of all directors, officers, and stockholders of each corporation owning more than five percent of any class of stock.
- 8. Seven copies of Major Subdivision Plat showing the following information:
 - a. Title of subdivision
 - b. Plat designated as "Major Subdivision Plat"
 - c. Date of plat
 - d. Approximate true north point
 - e. Scale of plat (at a scale equal to or not smaller than 1 inch = 100 feet)
 - f. Name, address, signature and seal of engineer who prepared major subdivision plat
 - g. Name, address, signature and seal of land surveyor who surveyed major subdivision plat, if different from engineer.
 - h. Location of property with respect to surrounding property and roads
 - i. Name, deed book and page number and tax map and parcel number of all adjoining property owners within 100' immediately adjacent and directly opposite

- _j. Property owner's name, deed book and page number of property being subdivided
- _k. Tax map and parcel number(s) of property being divided
- _l. Names and/or route numbers of adjoining roads
- _m. Approximate location and dimensions of all boundary lines of the property in feet and decimals of a foot
- _n. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground
- _o. Location of existing roads
- _p. Location of existing easements and rights-of-way
- _q. Location of proposed roads
- _r. Location and size of road right-of-way
- _s. Road right-of-way not included in area of a lot
- _t. Location and size of road pavement
- _u. Typical cross-section of road pavement, including curbs, gutters, and sidewalks
- _v. Guardrail location
- _w. Curb radius
- _x. Approximate radii of all curves, lengths of tangents, and central angles on all roads
- _y. Location and radius of cul-de-sac right-of-way
- _z. Location and radius of cul-de-sac pavement
- _aa. No temporary cul-de-sac shown
- _bb. Names of new roads as approved by E-911 Addressing
- _cc. Blocks and lots in blocks consecutively numbered or lettered, as approved by the Planning Commission.
- _dd. Address for each lot as approved by E-911 Addressing
- _ee. Location and size of on-site and off-site drainage easements
- _ff. Location and size of stormwater structures
- _gg. Location, dimensions, and capacity of stormwater detention structure
- _hh. Swale typical
- _ii. Location of swale(s)
- _jj. Location and size of outlet protection (rip-rap)
- _kk. Drainage notes on plat stating:
 - Roof drains shall be discharged directly on the lawn and shall not be discharged into the storm drain system or into roads.

- All swales, ditches, culverts and other instruments of drainage shall remain open and clear of debris at all times.
- Open stream channel will be maintained with landscaped banks and an adequate width reserved for discharge of the base flood.
- _ll. Location of front, side, and rear yard setbacks
- _mm. Location and size of water lines
- _nn. Location and size of sewer lines
- _oo. Location and numbering of manholes
- _pp. Location, size, and restrictions of all utility easements
- _qq. Location and dimensions of individual sewage reserve areas
- _rr. Note on the plat stating conditions by the Putnam County Health Department for individual sewage disposal
- _ss. Location of fire hydrants and 10' setback area around the hydrant
- _tt. Note on the plat that no structures, fences, plantings, motor vehicles, or any other obstruction that could interfere with the operation of the fire hydrant shall be allowed within the 10' setback area.
- _uu. Right-of-way width of access road
- _vv. Pavement width of access road
- _ww. Location of proposed monuments
- _xx. Floodplain designation
- _yy. If applicable, delineation of 100-year floodplain
- _zz. If 100-year floodplain, Base Flood Elevation
- _aaa. If 100-year floodplain, elevation of the road above the Base Flood Elevation
- _bbb. Location of existing water bodies, streams, and other pertinent features such as swamps, railroads, buildings, parks, cemeteries, drainage ditches, bridges, etc. and size and location of appropriate easements and rights-of-way for same.
- _ccc. Location, dimensions of all property to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation
- _ddd. Indication of the use of any lot and all uses other than residential
- _eee. Wetlands
- _fff. If applicable, location of trees, fences and other screening devices
- _ggg. Location of road lighting. If no road lighting, a statement on the plat to that effect.
- _hhh. Location of road and stop signs
- _iii. Location of subdivision sign in easement or common area

- _ jjj. Designation of the percent of slope of the land for any lot where the slope is 10% or more and identification of the percentage of land to be maintained in a natural condition on that lot
- _ kkk. If hillside development, note on the plat that states the subdivision is a hillside development and requires a percentage of land on each lot to be maintained in a natural condition, which prohibits clearing, cutting or filling.
- _ ll. 25' buffer strip in addition to the normal depth of the lot adjacent to railroad right-of-way or limited access highway.
- _ mmm. Screening plan within buffer area
- _ 9. Minimum of three copies of a drainage plan, that bears the name, address, signature and seal of an engineer, and includes the following information as stated in Article 300 Drainage and Storm Sewers in these regulations:
 - Descriptive Information
 - A. Title Block with:
 - i. development name
 - ii. owner
 - iii. design firm
 - iv. authorized engineer stamp, signature, and date
 - v. legend
 - vi. north arrow
 - vii. vicinity map
 - viii. scale
 - ix. sheet numbers
 - x. date
 - xi. revision numbers and dates
 - B. Topographical Features
 - i. original and proposed contours at intervals no greater than 2 vertical feet
 - ii. existing drainage components, i.e., streams, ponds, pipes, etc.
 - iii. property boundary lines
 - iv. existing streets, buildings, and utilities
 - v. 100 year floodplain
 - vi. off-site drainage entering site
 - C. Site Drainage Plan
 - i. drawing no larger than 24 inch x 36 inch and at a scale of 1 inch equals 10 feet to 1 inch equals 50 feet
 - ii. existing and proposed structures, roads, buildings, paved areas
 - iii. existing and proposed storm water management system and components including sizes, lengths, pertinent elevations, etc.
 - iv. where and how proposed storm water management system will be connected to existing systems
 - v. location and grade of all swales including cross sections
 - vi. location and design of all other best management structures/implementations
 - vii. location and type of best management practice erosion and sediment control structures
 - viii. existing and proposed ground cover
 - ix. total impervious area
 - x. control release facilities showing cross-sections and profiles.
- _ 10. Drainage calculations, that bear the name, address, signature and seal of an engineer for all culverts, swales, storm water drains or other drainage facilities.
- _ 11. Stormwater analysis showing the accommodation for upstream drainage areas and the effect on downstream drainage areas.
- _ 12. If applicable, design of stormwater management facility and drainage calculations that bear the name, address, and seal of an engineer and approved by the County Engineer and that meet the requirements of Section 300.01(I) and Section 300.04 in these regulations.

- _13. When a proposed drainage system will carry water across private land outside the subdivision, a copy of legal documents that appropriate drainage rights were secured.
- _14. Approval of the drainage plan by the City of Hurricane, if the subdivision is located in the Hurricane watershed.
- _15. Explanation of site easements
- _16. Explanation of reservations
- _17. Three copies of construction plans (at a scale of not more than 1" = 50') designated "Major Subdivision Plat", bearing the name of the subdivision; name, address, signature and seal of an engineer and the date for the following:
 - _a. Profiles showing existing and proposed elevations along center lines of all roads. Where a proposed road intersects an existing road or roads, the elevation along the center line of the existing road or roads, within one hundred feet (100') of the intersections, shall be shown.
 - _b. Location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, fire hydrants, and other underground utilities or structures showing connection to any existing and proposed utility systems.
 - _c. Water elevations of adjoining lakes or streams at date of survey and approximate high and low water elevations referred to the U.S.G.S. datum plan and boundary lines of 100-year floodplain.
 - _d. If the subdivision borders a lake, river, or stream, the distances and bearings of a meander line established not less than twenty feet (20') back from the ordinary high water mark of such waterways.
 - _e. Topo map or USGS map of area showing contours at 20' intervals. For hillside developments, the Planning Commission may require 5' or less contour topo maps.
 - _f. Plans showing cuts and fills
 - _g. Other specifications and references required by the local government construction standards and specifications, including a site-grading plan for the entire subdivision
- _18. Minimum of two copies of the Sediment Control Plan (SCP) submitted to the State of West Virginia
- _19. Copy of approved Department of Environmental Protection Letter of Intent or WV NPDES Permit, if applicable.
- _20. Copy of soil map and, if requested by the Planning Commission staff, a soil analysis from the Soil Conservation Service or qualified soil scientist.
- _21. Copy of approved Division of Highways Encroachment Permit,
- _22. Copy of Traffic Impact Study approved by the WV Division of Highways, if applicable.
- _23. Copy of plans approved by the WV Division of Highways for access road improvements, if applicable.
- _24. Approval of access road improvements, if applicable, by the WV Division of Highways
- _25. Copy of guardrail plan, if applicable.
- _26. Department of Natural Resources Public Lands Permit and US Army Corps of Engineers, and other required municipal, county, state and federal permits.
- _27. Copy of water plans

- _28. Copy of sewer plans
- _29. Public service district or water company approval of water and sewer plans (provide letter of approval)
- _30. Putnam County Health Department or State Department of Health approval for on-site sewage and waste (provide letter of approval with the conditions for approval)
- _31. Approval by the Department of Environmental Protection and the State Health of wastewater treatment plant
- _32. Lighting plan
- _33. Declaration of Restrictive Covenants, which shall be reviewed and approved by Planning Commission staff and includes:
 - _a. creation of Homeowner Association, stating when the Homeowner Association shall become a governing body and how it will be governed;
 - _b. establishment of fee structure, which shall include special assessments for capital improvements;
 - _c. enforcement of fee structure;
 - _d. litigation authority;
 - _e. ability of Developer and Homeowner Association to change Declaration of Restrictive Covenants;
 - _f. Declaration of Restrictive Covenants may not expire as long as the Homeowners Association is responsible to maintain common improvements and common areas.
 - _g. ability of Homeowner Association to maintain existing roads, all other common improvements, and common areas;
 - _h. stipulation of when roads, drainage structures, all other common improvements, and common areas become Homeowner Association responsibility;
 - _i. stipulation of utility easements;
 - _j. stipulation of yard setbacks;
 - _k. severability;
 - _l. stipulation of drainage easements and conditions, which shall include the following:
 - 1) Drainage of each lot shall conform to the general drainage plan for the subdivision.
 - 2) Roof drains shall be discharged directly on the lawn and shall not be discharged into the storm drain system or into the street.
 - 3) All swales, ditches, culverts, and other instruments of drainage shall remain open and clear of debris at all times.
 - 4) The area around/along an open stream channel shall be maintained with landscaped banks and an adequate width reserved for discharge of the base flood (if applicable);
 - _m. if a stormwater management facility is constructed in the subdivision, stipulate when the Homeowners Association will be responsible for the maintenance of said facility.