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CITY OF WEIRTON

CHECKLIST FOR PRELIMINARY PLAN REVIEW

- □ Eight (8) Preliminary plans must be submitted in the form of xerographic copies made from original drawings on reproducible paper or mylar and shall show the property boundaries of the entire tract being subdivided or developed.
- □ The preliminary plan shall be at a scale of not more than one hundred (100) feet to one (1) inch.
- □ Copies of Proposed Deed Restrictions.
- □ The size of plan drawings shall be 11 inches by 17 inches. Where more than two sheets are required, an overall key sheet shall be provided, and match lines must be shown on each sheet. A set of plans shall consist of uniformly sized sheets.
- □ Tract boundaries with bearings shown to the nearest seconds and distances shown to the nearest one-hundredth (0.01) of a foot shall be illustrated.
- □ Proposed lot layout with the area of each in acres, calculated to the nearest one-thousandth (0.001) of an acre shall be shown. Proposed lots smaller than one (1) acre shall be further labeled with their lot size to the nearest square foot.
- □ Plan Content

  In order to be considered complete, all preliminary plans shall contain at least the following:

  - A preliminary plan shall be submitted with a completed application form with the required fee.
  - Proposed subdivision name.
  - A location map at a scale of not less than one (1) inch equals two thousand (2,000) feet. The location map shall be placed on each sheet and with identical orientation to the plan.
  - North arrow, scale, date of original drawings and any revisions, and a signature approval block located in the lower right corner of each sheet requiring municipal signatures.
  - Name of recorded owner of property and applicant along with appropriate tax data from the Hancock County or Brooke County Tax Assessor's Office.
  - Name and seal of the professional engineer or surveyor licensed in the State of West Virginia, responsible for the preparation of the plan.
  - Lot numbers, which shall be assigned to the development by the City of Weirton Addressing System and shall be consecutive throughout the subdivision and not independent for each block or phase of the proposal.
  - Significant physical features within the tract and an adjacent fifty (50) foot perimeter. If the project is a major subdivision, then the perimeter strip shall be extended up to four hundred (400) feet in width. Such physical features shall include:
    - Contour lines of not more than two (2) foot intervals for land with an average natural slope of eight (8) percent or less, and at intervals of not more than five (5) feet for land with an average natural slope exceeding eight (8) feet.

    - Data to which elevation controls refer.
    - Soil types based on a U.S.D.A. Soil Survey.
    - Man-made or natural watercourses and their accompanying floodplain data, designated wetland areas, swales, ponds or reservoirs.
    - Existing vegetation coverage and proposals for improvements.
- All existing buildings, sewer mains and on-lot disposal systems, wells, water mains and fire hydrants, culverts, pipelines, gas mains, power lines, telephone lines, and other significant utilities and facilities.
- All existing streets on or adjacent to the tract, including street name, right-of-way width, and cart-way width.
- All existing property lines, easements, and rights-of-way, and the purpose for which the easements or rights-of-way have been established.
- The location and width of all proposed streets, alleys, rights-of-way and easements.
- The minimum building setback line from each street.
- Playgrounds, public buildings, public areas, and parcels of land proposed to be dedicated or reserved for public use.
- Proposals requiring access to roads under the jurisdiction of the West Virginia Division of Highways shall bear a notice that a highway occupancy permit is required before access to a state road is permitted.
- The names of owners of all abutting, unplatted land and the names of all abutting subdivisions.
- Where the preliminary plan covers only a part of the applicant's entire holding, a sketch plat shall be submitted of the prospective street layout for the remainder to determine how safe and efficient access will be provided to the remainder of the property and how future subdivision and land development will relate and interact with the current proposal.
- All street extensions or spurs as are reasonably necessary to provide adequate street connections and facilities to adjoining or contiguous developed or undeveloped areas.
- Where off-site water service is to be provided, the location and size of all water service facilities within the subdivision including wells, storage tanks, pumps, mains, valves and hydrants.
- Maintenance responsibilities and use restrictions for all rights-of-way and easements within or adjacent to the tract shall be described. The ownership of all such rights-of-way and easements shall also be indicated, including the owner's name and address. This information shall not be required for existing public roads.
- A statement of the proposed method of water supply, including evidence that such source is capable of providing (i) a reliable supply of potable water in sufficient quantity and (ii) and adequate flows for fire suppression for the entire proposed development.
- A statement of the proposed method for sewage disposal. Where on-site sewage disposal facilities are proposed, the applicant shall submit a statement with regard to the suitability of the soil to absorb sewage wastes.
- A statement describing all proposed public improvements including streets, curbs and stormwater facilities.