

FINAL PLAT CHECKLIST

Subdivision Name:

Owner/Developer Name:

Map/Parcel #:

Plat Checked By:

Date Submitted:

B.C.P.C File #:

I. REQUIRED INFORMATION	YES	NO	N/A
1. Is plat scale 100' or less to the inch and sheet size 24" X 36".			
2. One and one-half inch (1 ½") left margin for binding?			
3. Is the plat labeled " FINAL PLAT " in large letters?			
4. Does final plat show vicinity map at a scale of 600' feet or more to the inch and no greater than one thousand feet (1000') to the inch?			
5. Does the vicinity map show all streets and property within 1000' of the Applicant's property?			
6. Does the Vicinity Map show all property owned by the Applicant in the area?			
7. Does the plat show the Subdivision Name along with the Tax District, Map and Parcel Numbers ? Does the plat have site data including the number of lots, gross density, acreage of SWM and open space?			
8. Does the plat show the names and location of adjoining Subdivisions, if any, and location and ownership of adjoining un-subdivided property along with deed references, Tax Map and Parcel Numbers?			
<p>9. True and Magnetic North point (designate plat north), scale and date?</p> <p>Final plats with north referenced to the State Plane North Coordinate System must include, in addition to references to true and magnetic north, coordinate values located at the end points of the longest perimeter boundary line.</p>			
10. Does the plat show the name, telephone number and address of the			

<p>owner of the land and the name and address of the subdivider/developer, if other than the owner and is the Owner's Certification signed by the above?</p>			
<p>11. Does the plat show the name, address and seal of the of the registered professional engineer or surveyor responsible for the preparation of the plat, and certification that the plat represents a survey made by him and that all monuments shown actually exist and that the location, size and material are correctly shown? Is there a field survey reference and date shown?</p>			
<p>12. Does the plat show all boundary lines with length and course to hundredths of a foot and bearings to seconds?</p>			
<p>13. Does the plat show bearings and distances of established street boundaries?</p>			
<p>14. Does the plat show accurate locations and material of all permanent reference monuments?</p>			
<p>15. When the final plat is a RE-PLAT of a subdivision of record, there shall be shown the following statement on the Final Plat with the applicable entries made thereon: "This is a re-plat of Name of Subdivision recorded on Date of Recording, in plat book # _____, Page # _____, owned by _____ at the time of recording". Signature of Present Owner.</p>			
<p>16. In the case of a RE-PLAT of a subdivision, the Planning Commission may require that dotted or dashed lines be used to show the features or locations to be abandoned and solid lines to show the currently proposed features or locations.</p>			
<p>17. Does the final plat show: Street and alley lines, their names, bearings, lengths and widths, including widths along the line of any obliquely intersecting street?</p>			
<p>18. Data for all curves shall be shown in detail at the curve or in a curve data table containing the following: radius, delta, arc, tangent, chord and chord bearing.</p>			
<p>19. Are all restrictive easements or rights-of-way, when provided for or owned by public utilities, with the limits of all easement areas shown and stated on the plat?</p>			
<p>20. Show all lot lines with dimensions in feet and hundredths, and width bearings to seconds for lot lines.</p>			
<p>21. Show bearings and distances of Flood Plain easements on each lot where APPLICABLE. Is there a reference note on the plat stating that this site does</p>			

not fall in the 100-year floodplain and the map reference?			
22. A note referencing the current deed(s) in the chain of title including grantor(s) and grantee(s), date and recording reference(s).			
23. For S/D's where on-lot water and sewage disposal systems are to be provided, then each lot shall show the location of the well (or other water source), and the location and extent of area or areas suitable for septic tank filter fields as approved by the WV Department of Health.			
24. Are all lots numbered in numerical order throughout the entire subdivision?			
25. Is the area of each lot shown to the nearest square foot ? If applicable, the area of flood plain easements shall not be included when calculating the total area of a lot. Areas of flood plain easements shall be calculated and shown separately.			
26. Are building restriction lines/setbacks shown on the final plat? Are street lines that are established by public authorities and ones stipulated in deed restrictions shown on the final plat if applicable?			
27. Are there accurate outlines of any areas to be reserved or dedicated for common use (Open Space) by the residents of the S/D or LDU or for the general public use with the purposes indicated ?			
28. The following statement must be shown on the final plat, as applicable: "The Soil Survey of Berkeley County, WV indicates a seasonal high water table on lots _____ to be less than (5) five feet below the surface and therefore basement construction is not recommended for those lots."			
29. Each final plat shall include pertinent information from the Berkeley County Soil Survey , including the "Soil Properties and Qualities" and implications for "Community Development" sections of the Survey for the soil types present on the S/D parcel.			
30. A certificate for roadway widening reservation as follows: " I hereby certify that areas shown hereon reserved for future roadway widening shall be conveyed to WV Department of Highways at the time of roadway widening without any compensation. This agreement shall be binding upon all my assignees or heirs. _____ Developer _____ Date"			

FINAL PLAT SUBMISSION SHALL INCLUDE THE FOLLOWING:			
A. 2 Copies of the Draft of Covenants and Restrictions (One for Planning and one submitted to Norwood Bentley, Esq. for review)			
B. Project Bonding Estimate			
c. 1 electronic media formatted copy			

***** Please note, the submittal deadlines for Final Plat Approval by the Planning Commission are determined once the Final Plat Review Requirements and the Review of the Covenants and Restrictions have both been met. *******