



# Municipal Planning Commission

## Major Subdivision Application

CITY OF PARKERSBURG  
ONE GOVERNMENT SQUARE  
P.O. BOX 1627  
PARKERSBURG, WV 26102

### General Instructions

Please complete and return the Major Subdivision Application (along with a Plat/Survey of the Subdivision and a Metes & Bounds Description by a Certified Surveyor) to the Development Department, 5th Floor of the Municipal Building. Please see the reverse side of this application for details. A division of a tract/parcel of land into two or more lots (building sites) or other divisions for the purpose, whether immediate or future, of transfer of ownership or building development, which involves the dedication of a new street or change in existing street.

Should you have any questions, please contact the Development Department at (304) 424.8558 or by email at samuel.tuten@parkersburgwv.gov

### PART ONE: APPLICANT/OWNER INFORMATION

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone/Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

### PART TWO: GENERAL INFORMATION

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

Subdivision Location: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Parcel(s): \_\_\_\_\_

Number of lots to be created: \_\_\_\_\_

Lot Numbers: \_\_\_\_\_

Phased Construction : Yes  No  If yes, number of anticipated phases: \_\_\_\_\_

Utilities to be provided:

Gas  Electric  Electric utilities underground: Yes  No

Water (Public Service District): \_\_\_\_\_

Sewer (Public Service District): \_\_\_\_\_

Storm Water Management Plan (Drainage): \_\_\_\_\_

Street (Right-of-Way) Width: \_\_\_\_\_

Street Pavement Width: \_\_\_\_\_

Type of Pavement and Curb: \_\_\_\_\_

Public Record Document

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Street Lighting Provided:    Yes  No

Number of Fire Hydrants: \_\_\_\_\_

Existing Zoning Classification: \_\_\_\_\_

Proposed Use:

Single Family (S-F)     Multifamily (Group Home, Apartments)     Commercial

Proposed Number of Units: \_\_\_\_\_

Do you anticipate any additional governmental changes: \_\_\_\_\_

Rezoning             Annexation             Right-of-Way Abandonment/Dedication

**PART THREE:**

On a separate sheet of paper, please provide a list of names and addresses of abutting property owners to the proposed subdivision. This information can be found by going to the Wood County Commission's website at [www.woodcounty.wv.com](http://www.woodcounty.wv.com).

To complete a Minor Subdivision Application, a plat/survey must accompany this document. All plats/surveys are to be completed by a Registered Surveyor and shall meet the West Virginia Board of Professional Surveyors Minimum Standards for Boundary Surveys - Chapter 30, Article 13A, Section 26 (Plat Requirements according to Subsections (h), (i), (j) and (k); 30-13A-25) which include, but are not limited to:

- ⇒ Map number and parcels
- ⇒ Lot numbers
- ⇒ Lot dimensions
- ⇒ Parent tract identification
- ⇒ Name of Subdivision
- ⇒ District or Municipality, County and State
- ⇒ Check for error of closure and area
- ⇒ Monumentation
- ⇒ Scale, north arrow, basis of bearings
- ⇒ Adjoining owners - Deed Reference
- ⇒ Adjoining subdivision(s) - Plat Reference
- ⇒ Proposed parking, loading areas, etc.
- ⇒ Name and width of adjoining right-of-ways
- ⇒ Location and dimensions of existing utilities (i.e. water, sewer, culverts, electricity)
- ⇒ Location and dimension of proposed Utilities
- ⇒ Building setback lines and dimensions
- ⇒ Topographic features (i.e. slope, wetlands, etc.) when applicable
- ⇒ Owner name
- ⇒ Name and stamp/seal of registered surveyor
- ⇒ Date of survey

By signing below, the applicant agrees that he/she has read and completed the Minor Subdivision Application, and to the best of their knowledge the information reflected here (including the Survey and Metes & Bounds Description) is correct.

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Applicant's Signature

Date

**NOTE:**

This application shall apply to all land divisions (subdivisions), as defined by Article 1307.02(a) of the Codified Ordinances of the City of Parkersburg, that are exempt from the procedural requirements outlined in Article 1307.03. But, for the purpose of recording a plat, all applications are subject to review and approval by the Planning Commission Staff (City Planner), and therefore shall conform to all applicable regulations stated in Articles 1307 and 1309 of the Codified Ordinances.