



# Municipal Planning Commission

## Administrative (Minor) Subdivision Application

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

### General Instructions

Please complete and return the Minor 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 minor subdivision or land development will be considered as such if it meets the following requirements:* (1) The division creates the maximum number of lots specifically permitted by the Subdivision Ordinance; (2) Will not require new or the extension of existing infrastructure and; (3) Other requirements as determined by the Municipal Planning Commission to ensure that required improvements are installed and not avoided by a series of minor subdivisions or land developments.

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

### PART ONE: APPLICATION TYPE

Please check one of the following

- 1. Division of a tract/parcel of land into less than five (5) lots, that does not involve the dedication of a street or a change in an existing street.
- 2. Division of land into parcels greater than five (5) acres where no street right-of-way dedication is involved.
- 3. Public acquisition by purchase of strips of land, for the widening or opening of streets.
- 4. Consolidation of two (2) or more existing lots/parcels of record into one (1) lot/parcel of record.

### PART TWO: GENERAL INFORMATION

Street Address of Subject Property(s): \_\_\_\_\_

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

Parcel area (list area/square feet for each parcel individually):  
\_\_\_\_\_

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

### PART THREE: APPLICANT/OWNER INFORMATION

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

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

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

Telephone Number: \_\_\_\_\_

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

Public Record Document

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:

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- ⇒ 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
- ⇒ Name and Width of Adjoining Right-of-Ways
- ⇒ 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.