

**APPENDIX A (Amended 12-13-22)**  
**EXEMPT DIVISION OF LAND – PLAT CHECKLIST**

**Definition of EXEMPT DIVISION OF LAND:**

*An exempt division of land, for the purpose of these regulations, shall be defined as that division of land which involves combination/recombination (the Putnam County Office of Planning and Infrastructure refers to combination/recombination as a merger plat), divisions greater than 10 acres, two into three lots, estate exclusion, court ordered survey, easement plats, non-occupied facilities, a division of land for federal, state, or local government to acquire street right-of-way, a combination or retracement of an existing parcel(s) of record and family subdivisions. An exempt division of land is a division that is exempt from the requirements of the subdivision regulations and requires no public hearing but must adhere to the application fee and procedural requirements.*

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

Date:

Name of Owner:

Property Location:

1. One copy of Application for Exempt Division of Land
2. A minimum of three copies of the plat showing the following information:
  - a. Lot layout
  - b. Location and dimensions of all boundary lines of the property in feet and decimals of a foot
  - c. Minimum Design Standards in Tables I, II, and III for right-of-way width, lot area, and lot frontage
  - d. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground
  - e. Scale of plat
  - f. Approximate true north point
  - g. Date of plat
  - h. Property owner's name
  - i. Deed book and page of property being subdivided
  - j. Tax Map and parcel number of property being subdivided
  - k. Floodplain designation and delineation of the 100-year flood zone
  - l. Name, address, signature, and seal of an engineer or land surveyor who prepared plat
  - m. Location of property with respect to surrounding property and roads, including width of existing road right-of-way and road names or route numbers
  - n. Name, deed book and page number of all adjoining property owners
  - o. Location and size of rights-of-way

p. Location and size of utility easements

*If there is an existing access easement on the property that the subdivider is dividing, then the width of the existing access easement remains the same width as the existing access easement and is not governed by the right of way regulations of this ordinance. If a new easement is required to divide the property, then the new easement shall be governed by the right of way regulations in this ordinance.*

3. *It is the applicant's responsibility to obtain all applicable permits and plan approvals from all authorities having jurisdiction in the State of West Virginia (i.e., Department of Environmental Protection, West Virginia Department of Highways, Putnam County Health Department, Putnam Public Service District, West Virginia American Water, etc.). It is also the responsibility of the stated West Virginia entities to enforce their own agency regulations and violations.*