

APPENDIX B (*Amended 12-13-22*)
MINOR DIVISION OF LAND – PLAT CHECKLIST

Definition of MINOR DIVISION OF LAND:

A minor division of land, for the purposes of this ordinance, shall be defined as that division of land into not more than five (5) lots, including the residual or parent lot, and/or property within 500 feet from the original property boundaries, for a period of ten (10) years.

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 Minor Division of Land
- _2. Minor Division of Land fee
- _3. 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. Data from which the location, bearing, and length of all lines can be determined and reproduced on the ground
 - d. Scale of plat
 - e. Approximate true north point
 - f. Date of plat
 - g. Property owner's name
 - h. Deed book and page of property being subdivided
 - i. Tax map and parcel number of property being subdivided
 - j. Floodplain designation and delineation of the 100-year flood zone
 - k. Name, address, signature, and seal of an engineer or land surveyor who prepared plat
 - l. Location of property with respect to surrounding property and roads, including width of existing road right-of-way and road names or route numbers
 - m. Name, deed book and page number of all adjoining property owners
 - n. Location and size of rights-of-way
 - o. 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.

- p. Minimum Design Standards in Tables I, II, and III for right-of-way width, lot area, and lot frontage
4. *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.*