Ranson Planning Commission Final Plat Requirements Checklist

4.13 Final Plat Requirements- Applicant must submit three (3) copies of the plan with appropriate fees.

Neighborhood Name	Map/Parcel	Residential	
Date Submitted	Deed Book/Page	Commercial	
Control Number	Project Area	Open Space	
Property Owner(s)	Address		Phone #

#	Standard	Provided	Comments
1	The Final Plat shall be legibly drawn in black or blue	Yes	
	waterproof ink on tracing cloth or other permanent	☐ No	
	material acceptable to the recording authority of the State		
	of West Virginia. The scale shall not be smaller than one		
	(1) inch equals one hundred (100) feet or alternate scale		
	approved by the Agent, and the size of the sheet shall be		
	eighteen (18) by twenty-four (24) inches, including a one		
	and one-half (1 1/2) inch margin for binding along the left		
	edge. When more than one sheet is required, an index		
	sheet of the same size shall be submitted showing the		
	entire subdivision drawn to scale. The applicant shall		
	submit, and the agent shall retain, the number of copies		
	and supporting documentation as required by the City.		
2	In addition, an electronic version of the approved plat, in	Yes	
	formats acceptable to the City shall be submitted. At a	☐ No	
	minimum, one electronic version shall be changeable,		
	such as CAD, and one electronic version shall be non-		
	changeable, such as PDF. These versions shall be		
	available to the City for future computer application.		

#	Standard	Provided	Comments
3A	All Plat boundaries and property corners shall be tied to	Yes	
	WV State Plane Coordinates or shall be referenced to	☐ No	
	magnetic meridian and show declination from true north.		
	If the subdivision is referenced to the WV State Grid,		
	northing and easting coordinates shall be shown for a		
	minimum of three key boundary points. The plat will		
	specify the average grid factor and distances shall be		
	reflected as geodetic		
3B	The name of the subdivision and Plat title for referencing	Yes	
	when recording and the tax map and parcel number of all	☐ No	
	the tracts shown on the plat		
3C	The District or municipality, county and state where the	Yes	
	property is located	☐ No	
3D	Names and location of adjoining subdivisions, and	Yes	
	location and ownership names of adjoining un-	☐ No	
	subdivided property. The plat shall also contain the		
	current conveyance reference for the adjoining		
	landowners		
3E	The evidence of possession on or near the property line	Yes	
		No	
3F	General location information shall be provided. The	Yes	
	name and location of any creeks, rivers or roads near the	☐ No	
	property and any other identifiable landmarks shall be		
	noted to locate the property. The plat shall include ties to		
	significant objects.		
3G	Grid North or true and magnetic north reference with	Yes	
	declination, graphic scale and date of survey	☐ No	
3H	The name, address, and signature of the current or past	Yes	
	Owner of the land and the current conveyance reference	☐ No	
	for the subject property		
3I	The name, address, signature, and seal of the registered	Yes	
	professional land surveyor responsible for the	☐ No	
	preparation of the Plat, and certification that the Plat		
	represents a survey made by that individual and that all		
	monuments shown thereon actually exist, and that their		
	location, size, and material are correctly shown.		

#	Standard	Provided	Comments
3J	The measured length and direction of each boundary line	Yes	
	by distance, bearing and quadrant. All boundary lines	☐ No	
	shall be described with lengths to hundredths of a foot		
	and bearings to the nearest second. The error of closure		
	for the property boundary shall be 1:15,000. The plat		
	shall identify any overlaps and gaps in record lines,		
	former deed or grant lines as needed.		
3K	Description of the accurate location and material of all	Yes	
	permanent existing and proposed reference monuments	☐ No	
	including whether the monuments were found or set. All		
	corners shall contain markers.		
3L-1	The exact layout for the subdivision including:	Yes	
	All plats shall include a metes and bounds description	☐ No	
	with a description of the point of beginning Street and		
	alley lines, their names, bearings, angles of intersections		
	and widths, including widths along the line of any		
	obliquely intersecting street.		
3L-2	A table that indicates the dimensions of all arcs, radii,	Yes	
	points of curvature, and tangent bearings.	☐ No	
3L-3	All easements or right-of-ways, when provided for or	Yes	
	owned by public utilities, with the limitation of the	□ No	
27. 1	easement right definitely stated on the Final Plat.		
3L-4	All lot lines shall be described with lengths to hundredths	Yes	
	of a foot and bearings to the nearest second.	No	
3L-5	The area, acreage or square footage of the subdivided	Yes	
	and residue property.	No	
3-M	The subdivision name, lots, blocks and plat reference.	Yes	
	Lots numbered in numerical order, and blocks lettered in	☐ No	
	alphabetical order throughout the entire subdivision.		
	Numbers will be contained within circles, and block		
2.37	letters will be contained within squares.		
3-N	Building setback lines, the minimum as fixed by the	Yes	
	Zoning Ordinance, any other set back lines established	☐ No	
	by the public authority, and those stipulated in any deed		
	restrictions.		

#	Standard	Provided	Comments
3-O	Accurate outlines of any areas to be reserved for	Yes	
	common use in the subdivision or for general public use	☐ No	
	with purposes indicated thereon. The outlined area of the		
	property and all significant parts, including streets, alleys		
	and non-lotted areas of a subdivision shall be identified;		
3-P	A written offer of dedication of streets and other public	Yes	
	property.	☐ No	
3-Q	The Final Plat shall provide a space for an Owner's	Yes	
	(individual or corporation) Certification and Dedication,	☐ No	
	Surveyor's Certificate, and Planning Commission		
	approval.		
4-A	The Final Plat shall be accompanied by:	Yes	
	Copies of protective covenants in form for recording,	∐ No	
	including covenants governing the maintenance of		
	undedicated public spaces or reservations.		
4-B	Such other certificates, affidavits, endorsements, or	Yes	
	agreements as may be required by the Planning	∐ No	
	Commission.		
4-C	Certification that the Applicant has installed all	Yes	
	improvements in accord with the conditions of the	☐ No	
	Planning Commission and this Ordinance or a surety		
	bond has been submitted and accepted and Public		
	Improvement Agreement to complete the construction of		
	all improvements required by this Chapter and in		
4.5	accordance with Article 6 of this Ordinance.		
4-D	Approvals from all affected State and Federal agencies	Yes	
		∐ No	
Checkli	ist Use Verification (CUV) of Engineer/Surveyor (applicant) nrenaring nl	ans on behalf of the applicant/owner. This checklist shall be

Checklist Use Verification (CUV) of Engineer/Surveyor (applicant) preparing plans on behalf of the applicant/owner. This checklist shall be used by the applicant during the preparation of the submitted plans. The applicant shall fill in each text block in the above checklist items and sign below indicating that this checklist was used during the preparation of the submitted plans. Failure to provide a completed and signed CUV with the application package will cause the application to not be accepted and immediately returned to the applicant.

I hereby verify that I have used this checklist during the preparation of the attached plan set:		
Signed:	Date:	