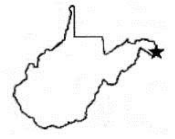


# City of Ranson



**RANSON**

AT THE CENTER OF OPPORTUNITY.

## Community Development Department

312 South Mildred Street  
Ranson, West Virginia 25438-1621  
Phone (304) 725-1010 Fax (304) 728-8579  
Email: [permits@ransonwv.us](mailto:permits@ransonwv.us)

### Planning Commission:

**Tony Grant, President**  
**Mike Anderson**  
**Kim Biddle**  
**Chris Gaskins**  
**Donnie Haines**

### SITE PLAN REVIEW CHECKLIST

Development Name (Control #) \_\_\_\_\_

#### **PLANS WILL NOT BE ACCEPTED WITHOUT THE FOLLOWING:**

1. APPLICATION:

Review Application for Accuracy & Completeness \_\_\_\_

2. [SITE PLAN APPLICATION ATTACHED AND SIGNED](#) \_\_\_\_

(Only 1 copy of application is required)

3. FULL DESCRIPTIVE NARRATIVE THAT DETAILS ENTIRE SCOPE OF WORK \_\_\_\_

4. [CHECK \(MADE OUT TO THE CITY OF RANSON\)](#) \_\_\_\_

5. [ALL SHEETS SIGNED AND SEALED BY A REGISTERED ENGINEER](#) \_\_\_\_

- A master site plan is required for all phased development

6. SUBMIT **TWO** (2) PACKAGES AND A CD CONTAINING THE CAD FILE AND PDF BOOKMARKED OF EACH SHEET IN THE **FOLLOWING ORDER**: \_\_\_\_

#### [SECTION 16-164. –SITE PLAN/IMPROVEMENT PLAN REQUIREMENTS](#)

#### **General Note:**

(a) The site plan/improvement plans shall be submitted by the applicant on durable paper and shall be clear and legible. The scale shall be no smaller than one inch equals 100 feet and the minimum size of sheets shall be 24 × 36 inches, including a one and one-half 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 development drawn to scale. The site plan/improvement plans shall be labeled "SITE PLAN" and/or "IMPROVEMENT PLANS."

(1) All site plans and improvement plans as described below shall provide a space on the plan for planning commission approval and property owner certification to be placed on the plan once approved by the planning commission. The note shall read as follows:

<p>The Ranson Planning Commission approves this _____ (Site Plan, Improvement Plan) on ___/___/___ with the following conditions:</p>	
1)	_____
2)	_____
3)	_____
<p>_____</p>	
<p>Planning Commission President's Signature</p>	<p>(Date)</p>
<p>The owner of this property hereby affirms that these plans meet the requirements of the Ranson Zoning and Subdivision Ordinances and the above conditions of approval set forth by the Ranson Planning Commission.</p>	
<p>_____</p>	
<p>Owner's Signature</p>	<p>(Date)</p>

(2) North arrow, scale, and date. (On all applicable sheets.)

(b) The site plan/improvement plans shall show the following information:

**COVER SHEET**\_\_\_

(1) Vicinity map at a scale of 2,000 feet or more to the inch indicating the location of the property with respect to surrounding property and streets. The map shall show all streets and property within 1,000 feet of the applicant's property. All property held by the applicant in the area shall be identified.

(2) The proposed name of the development.

(3) The name and address of the owner or owners of the subject property and the name and address of the applicant, if other than the owner.

(4) The name, address, and seal, if applicable, of the registered engineer, professional land surveyor, landscape architect, architect, or planner responsible for the preparation of the plan.

**GENERAL NOTES AND DETAILS**\_\_\_

(1) Computation of total area of the property (acres to the nearest 1/100).

[Sec. 19-14 Site Plan](#)

(2) Calculations determining the required number of parking and loading spaces.

[Sec. 19-12 Minimum parking requirements](#)

(3) Copies of proposed deed restrictions.

(4) Planned phasing of the improvements.

## **EXISTING CONDITIONS & DEMOLITION PLAN**\_\_\_

(1) All existing pertinent features either natural or man-made that may influence the design such as watercourses, tree groves, specimen trees, swamps, rock outcrops, sink holes, floodplain, wetlands, outstanding natural topographic features, power transmission towers, scenic or historic areas, existing buildings, sewers, water mains, culverts, overhead utility lines, fire hydrants, and location of underground utilities with the approximate location, pipe size, and direction of slope.

(2) Location, widths, and names of all existing improved streets or alleys on or within 100 feet of the property. Recorded, but unimproved streets should be shown with dashed lines.

(3) Subdivision/lot boundaries with bearings and distances, all existing easements, railroad and utility right-of-ways, and the purpose for which such easements and right-of-ways have been established; parks and other public open spaces.

## **GRADE PLAN**\_\_\_

### [Sec. 16-175 Clearing and grading standards; erosion and sediment control](#)

(1) Grading plan. Showing existing and proposed topography showing locations of proposed buildings, driveways, parking lots, and utilities.

(2) Existing topography with two-foot contour intervals. Where the terrain is rugged and hilly and where existing grades are ten percent or more, five-foot contour intervals will be permitted over the area where such grades exist. Contour lines shall be shown 100 feet beyond the property boundary.

## **SITE PLAN**\_\_\_

(1) The names of all property owners within 100 feet of the property as their names appear on the deed books and the names of adjacent subdivisions.

(2) Zoning classification and existing use of the tract and adjoining properties.

(3) The layout of all proposed and existing lots with approximate dimensions and area in square feet for each lot; proposed uses of property and proposed setback lines.

### [Sec. 19-13 Area and bulk regulations](#)

(4) The location of each building with square footage for commercial, industrial, and institutional uses, first floor elevation, and the proposed location and grade of each driveway.

### [Sec. 16-171 Driveway design standards](#)

(5) Location of existing survey monuments and proposed new monuments.

### [Sec. 16-103 Monuments](#)

(6) The location, dimensions, and area of all property proposed to be dedicated or temporarily reserved for public use, or to be reserved by a blanket covenant for use of all property owners in the subdivision and conditions for such conveyance or reservation. The location, dimensions, area, and purposes of any proposed easements

(7) Proposed public improvements, streets, or other major improvements planned by public bodies for future construction on or adjacent to the proposed subdivision.

[Division 6 Guarantee of public improvements](#)

(8) Location and dimensions of all parking and loading areas, handicapped spaces, driveways, parking aisles, curbing, and islands.

(9) Sidewalks provided along street frontage as required based on land use.

[Sec. 16-98 Sidewalk design standards](#)

[Sec. 17-22 Sidewalk construction](#)

## **ROAD DESIGN PLANS AND PROFILES**\_\_\_

[Sec. 16-94 Street design standards](#)

[Sec. 16-95 Streetscape](#)

[Sec. 16-96 Street intersections](#)

(1) The locations, width, and names of proposed streets and alleys. Proposed elevations at the centerline of the street shall be shown at the beginning and end of each street, at street intersections, and at all points where there is a change in grade or direction. A profile of each street, at a minimum scale of one inch = 50 feet horizontal and one inch = five feet vertical with grades indicated shall be included.

(2) The cross-section of each street, at a scale of one inch = ten feet or less, showing the width and type of pavement, the size and type of curb and gutter, the location and width of sidewalks, utilities, and street trees.

## **UTILITY PLAN**\_\_\_

[Sec. 16-100 Sewer, water, and utility standards](#)

(1) Connections with existing public water supply. Provide both plan and profile view of the proposed water lines including size, depth, slope, invert elevations, materials, and valve locations.

(2) Connections with existing public sanitary sewer system or alternative means of sewage treatment and disposal. Provide both plan and profile view of the proposed sewer lines including size, depth, slope, invert elevations, and materials.

(3) Any new service extensions for electric or telephone installed underground. In the case of existing overhead utilities, when a road widening, an extension of service, or other such conditions occur as a result of the development and necessitate the replacement or relocation of such utilities, such replacement or relocation shall be underground.

(4) Wherever the utility is not installed in the public right-of-way or along the right-of-way, an appropriate utility easement no less than ten feet in width shall be provided in consultation with the companies concerned and to the fullest extent possible, be centered on or adjacent to rear or side lot lines.

[Sec. 16-102 Easements and dedications of property](#)

(5) Calculations showing the estimated amount of water consumption and sewage generated by the proposed development.

[Sec. 16-38 Provision of water and sewage required prior to occupancy](#)

(6) The locations of proposed fire hydrants, gas, electric, cable and telephone service, and streetlights.

[Sec. 16-101 Fire protection standards](#)

(7) The location and design of any exterior oil/grease separator or trap.

[Sec. 13-37 Grease traps](#)

**LANDSCAPE, LIGHTING, SIGNAGE\_\_\_**

[Sec. 16-178 Landscaping design guidelines and standards](#)

(1) Location of all proposed landscaping, street lighting, and signage may be shown on one plan unless it is necessary to separate the information for clarity.

[Sec. 16-173 Lighting design standards](#)

(2) Location of trees and vegetation to be retained.

[Sec. 16-176 Vegetation and preservation protection standards](#)

(3) For commercial development, the location of any dumpster pads for waste disposal with necessary screening enclosure.

[Sec. 16-174 Solid waste disposal standards](#)

[Sec. 16-179 Wall and fence design standards](#)

(4) Note provided: “All trees, shrubbery, and other plantings that fail to survive a period of 12 months following as-built certification shall be replaced by the builder at no cost or expense to the City. Said replacement shall be within a time agreed upon by the Planning Commission or its representative as outlined in the public improvement agreement.

**STORMWATER MANAGEMENT PLAN\_\_\_**

[Sec. 16-97 Stormwater management standards](#)

[Sec. 16-110 Off-site stormwater management](#)

(1) Refer to stormwater management ordinances for plan preparation details.

(2) Maintenance of all stormwater management facilities shall be as specified in the applicable best management practices maintenance agreement. The schedule of inspections shall be provided and shall conform to Section 16-97.

Checklist Use Verification (CUV) of Architect, Land Surveyor, or Engineer, licensed to practice in the State of West Virginia, responsible for preparing plans on behalf of the applicant/owner. This checklist shall be used by the applicant during the preparation of the submitted plans. The licensed professional shall fill in each text block in the above checklist 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:

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

Profession \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_