

**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 waterproof ink on tracing cloth or other permanent 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 ½) 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	In addition, an electronic version of the approved plat, in formats acceptable to the City shall be submitted. At a 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

#	Standard	Provided	Comments
3A	All Plat boundaries and property corners shall be tied to WV State Plane Coordinates or shall be referenced to 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3B	The name of the subdivision and Plat title for referencing when recording and the tax map and parcel number of all the tracts shown on the plat	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3C	The District or municipality, county and state where the property is located	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3D	Names and location of adjoining subdivisions, and location and ownership names of adjoining un-subdivided property. The plat shall also contain the current conveyance reference for the adjoining landowners	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3E	The evidence of possession on or near the property line	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3F	General location information shall be provided. The name and location of any creeks, rivers or roads near the property and any other identifiable landmarks shall be noted to locate the property. The plat shall include ties to significant objects.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3G	Grid North or true and magnetic north reference with declination, graphic scale and date of survey	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3H	The name, address, and signature of the current or past Owner of the land and the current conveyance reference for the subject property	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3I	The name, address, signature, and seal of the registered professional land surveyor responsible for the 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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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3-O	Accurate outlines of any areas to be reserved for common use in the subdivision or for general public use 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;	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3-P	A written offer of dedication of streets and other public property.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3-Q	The Final Plat shall provide a space for an Owner's (individual or corporation) Certification and Dedication, Surveyor's Certificate, and Planning Commission approval.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4-A	The Final Plat shall be accompanied by: Copies of protective covenants in form for recording, including covenants governing the maintenance of undedicated public spaces or reservations.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4-B	Such other certificates, affidavits, endorsements, or agreements as may be required by the Planning Commission.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4-C	Certification that the Applicant has installed all improvements in accord with the conditions of the 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 accordance with Article 6 of this Ordinance.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4-D	Approvals from all affected State and Federal agencies	<input type="checkbox"/> Yes <input type="checkbox"/> No	

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: _____