



# City of Ranson

## Department of Community Development

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)

### OFFICE USE ONLY

Application # \_\_\_\_\_

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_

Application Accepted By: \_\_\_\_\_ Payment Type: \_\_\_\_\_

Comments: \_\_\_\_\_

### APPLICANT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL \_\_\_\_\_

### PROPERTY OWNERS:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL \_\_\_\_\_

CHECK HERE IF LISTING ADDITIONAL OWNERS ON SEPARATE PAGE.

### ATTORNEY/AGENT (CHECK ONE IF APPLICABLE): ATTORNEY AGENT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ EMAIL \_\_\_\_\_

### SIGNATURES:

APPLICANT SIGNATURE: \_\_\_\_\_

PROPERTY OWNER SIGNATURE: \_\_\_\_\_

ATTORNEY / AGENT SIGNATURE: \_\_\_\_\_

PLEASE DIRECT CORRESPONDENCE TO:  OWNER  AGENT  ATTORNEY

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City staff review of this application is dependent upon the accuracy of the information provided that any inaccurate or inadequate information provided by me/my firm/my agent, etc. may delay review of this application.

**PLEASE NOTE:** INCOMPLETE INFORMATION WILL RESULT IN REJECTION OF THIS SUBMITTAL.

FOR ALL QUESTIONS REGARDING THIS FORM AND FEES, PLEASE CALL: 304-725-1010.

ALL FEES MUST BE PAID WITH APPLICATION SUBMITTAL. PLEASE MAKE ALL CHECKS PAYABLE TO THE **CITY OF RANSON**.



## SMARTCODE CONSTRUCTION DRAWINGS APPLICATION

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### LOCATION AND PROPERTY INFORMATION

PROPERTY ADDRESS (FOR ZONING PURPOSES): \_\_\_\_\_

MAP AND PARCEL NUMBER(S) FOR CERTIFIED ADDRESS: \_\_\_\_\_

**CHECK HERE IF LISTING ADDITIONAL PARCEL NUMBERS ON SEPARATE PAGE.**

ZONING DISTRICT \_\_\_\_\_ TOTAL ACREAGE \_\_\_\_\_

### INSTRUCTIONS

- Following approval of the land development plan and plat, the applicant shall have prepared, by a professional engineer registered in the state, engineering plans consisting of complete construction drawings and specifications of all easements, streets, traffic control devices, street lights, sanitary sewers, stormwater facilities, water system facilities, sidewalks, parks and recreation facilities and other improvements required by this section. Such drawings shall have a maximum border size of 22 X 34 and shall be printed on 24 X 36 paper maximum.
- Each sheet shall be certified (sealed) by a professional engineer. Engineering plans shall be submitted to the City Manager or his designee for review and approval as a ministerial permit.
- All improvements required pursuant to these regulations shall be constructed in accordance with the design standards and plan requirements of this article or as required by the city, and where applicable, the requirements and authorization of the appropriate state agency, utility company, or local franchisee.
- Any modification of the construction drawings by the applicant or his engineer, either prior to or during construction, shall be transmitted to the city in writing.
- Once the construction drawings have been approved, the applicant shall also submit an 11 X 17 of the approved set of construction drawings.
- In addition, an electronic version 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.



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### CONSTRUCTION DRAWINGS APPLICATION CHECKLIST

#### ATTACH MAP(S) AND OTHER DOCUMENTS INCLUDING THE FOLLOWING INFORMATION:

- Title, scale, date, and approximate north arrow on all maps

#### *I. Site Conditions:*

- 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.
- All existing pertinent features, either natural or man-made, that may influence the design of the subdivision, such as watercourses, tree groves, specimen trees (excluding those within tree groves to remain), swamps, rock outcrops, sink holes, floodplain, wetlands, outstanding natural topographic features, power transmission towers, archeological, scenic or historic areas, cemeteries, graveyards, grave sites, existing buildings, sewers, water mains, culverts, overhead utility lines, fire hydrants, and location of underground utilities within or adjacent to the tract.
- 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 50 feet beyond the subdivision boundary.
- Location, widths, and names of all existing improved or unimproved streets or alleys on or within 100 feet of the subdivision. Recorded, but unimproved streets shall be shown with dashed lines.
- Location of individual wells and/or septic tanks.
- Zoning classification and existing use of the tract and adjoining properties

#### *II. Proposed Subdivision:*

- A drawing on a scale no smaller than 1" = 100 feet of proposed layout land use and lots.
- Subdivision boundaries with bearings and distances; all existing easements, railroad and utility right-of-way(s) and the purpose for which such easements and right-of-way(s) have been established; parks and other public open spaces.
- Copies of proposed deed restrictions.
- Tabulation of acreages:
  - Total site acreage
  - Civic space acreages, percentage and location
  - Total number of each lots in each Transect District with acreages and %
  - Number of units per lot and total units
- The layout of all proposed and existing lots with lot widths for each lot and building setback lines.
- Estimated Lot coverage
- The locations, width, and names of proposed streets and alleys (street names shall not be duplicated, and they shall be reviewed and approved in accordance with Ranson Municipal Code 17-5).
- The approximate 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. Also, the location, dimensions, area, and purposes of any proposed easements.
- Proposed public improvements, streets, or other major improvements planned by public bodies for future construction on or near the proposed subdivision or any street, park, or public improvement shown on the city comprehensive development plan.
- A written offer of dedication of streets and other public property.



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### **III. Site Improvements:**

- Street tree and Public Landscaping Plan
- Public Lighting Plan
- Utilities
  - Proposed provision of water supply, fire protection, disposal of sanitary waste, storm drainage, stormwater management, sidewalks, landscaping, and other improvements.
  - The location of existing and proposed gas lines, electric and telephone lines/poles, and streetlights.
- Grading Plan
- Sediment & Erosion Control Plan
- Sequence of Construction

### **IV. Locations of existing survey monuments and proposed new monuments**

### **V. Map Information:**

- The date and substance of any revisions to the plat are to be indicated in a revision block that is drawn on the plat.
- The name and address of the owner(s) of the land to be subdivided, and the name and address of the applicant, if other than the owner.
- A letter from the owner, signed application, or power of attorney, if different from the applicant, authorizing the applicant to act as agent with full authority.
- The name, address, and seal of the registered engineer/land surveyor licensed in the state and responsible for the preparation of the plat.
- The proposed name of the subdivision, which shall not duplicate or closely approximate the name of any other subdivision in the city.
- North arrow, scale, and date.
- The final plat shall provide a space for an owner's (individual or corporation) certification and dedication, surveyor's certificate, and planning commission approval.

### **VI. Intergovernmental Agency Review:**

- As part of construction drawing review, the applicant shall obtain approvals from all affected outside agencies. Copies of approval letters and plans shall be provided to the city as part of this approval.