

**CITY OF CHARLESTON, WEST VIRGINIA  
SUBDIVISION APPLICATION**

Preliminary \_\_\_\_\_ Final Plat \_\_\_\_\_ Administrative \_\_\_\_\_

Filing Date: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_  
 Subdivision Location: \_\_\_\_\_  
 No. of Lots Being Created: (Include Residue as Lot) \_\_\_\_\_  
 Filing Fee Collected: \$ \_\_\_\_\_ Flood Plain \_\_\_\_\_ Zoning District: \_\_\_\_\_

NAME	ADDRESS	PHONE	FAX
Property owner:			
Developer:			
Surveyor/Engineer:			
Attorney:			

List (or attach list) of names and address of adjoining property owners, including across streets and alleys (applies to preliminary plats or plats without preliminary approval):

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Phone

**FILING INSTRUCTIONS**

Preliminary Plat – Eight (8) prints and two (2) street and sewer profiles.  
 Final Plat (with previously approved preliminary plat) – Eight (8) prints and a reproducible.  
 Final Plat (without previously approved preliminary plat) – Eight (8) prints and a reproducible.