

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

PRELIMINARY _____ FINAL PLAT _____ ADMINISTRATIVE _____

Filing Date: _____ Subdivision Name: _____

Subdivision Location: _____

Kanawha County Tax Map and Parcel No. _____

No. of Lots Being Created: (Include Residue as Lot) _____ Boundary Adjustment _____

Filing Fee Collected: \$ _____ Flood Plain _____ Zoning District: _____

	ADDRESS	PHONE	FAX AND E-MAIL
Property owner:			
Developer:			
Licensed WV Surveyor:			
Attorney:			

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

Applicant's Signature

Phone _____

FILING INSTRUCTIONS

- Preliminary Plat – Eight (8) maps signed and stamped by a WV Registered Surveyor and two (2) street and sewer profiles filed at minimum of 35 working days prior to a public hearing held by the Municipal Planning Commission.
- Final Plat (when approved preliminary plat has been approved) – Eight (8) plat maps signed and stamped by a WV Registered Surveyor filed at least 7 working days prior to a Municipal Planning Commission public hearing.
- Final Plat (without previously approved preliminary plat) – Eight (8) plat maps signed and stamped by a WV Registered Surveyor filed at least 35 working days prior to a public hearing held by the Municipal Planning Commission.
- Administrative – Eight (8) plat maps signed and stamped by a WV Registered Surveyor. Review time 1-2 weeks.
(Plat maps must show, at a minimum, all existing structures and their distances from all existing or proposed boundary lines, the location of the sanitary sewer line and laterals that services any existing or proposed lots, existing and proposed off-street parking).

Fees - \$10.00 Administrative, Preliminary \$45 + \$1 per lot, Final \$10 or \$1 per lot, Final w/o Preliminary \$45 + \$1 per lot.