

HARDY COUNTY PLANNING COMMISSION

204 WASHINGTON STREET

MOOREFIELD, WV 26836

Phone: 304-530-0257

www.hardycounty.com

Fax: 304-530-0258

click "Planning Comm"

EFFECTIVE DATE- SEPTEMBER 1, 2009

APPLICATION FOR MAJOR SUBDIVISION

APPLICANT/ DEVELOPER: _____

ADDRESS: _____

PHONE / FAX: _____

EMAIL: _____

NAME OF REGISTERED SURVEYOR: _____

ADDRESS: _____

NAME OF REGISTERED ATTORNEY: _____

ADDRESS: _____

NAME OF REGISTERED ENGINEER: _____

ADDRESS: _____

NAME OF AGENT OF DEVELOPER: _____

ADDRESS: _____

APPLICANT'S PRIOR DEVELOPMENT HISTORY: _____

DESCRIBE THE PROPERTY LOCATION INCLUDING NAME OR NUMBER OF AND
DISTANCE TO STATE OR COUNTY ROADS _____

Revised 2/19/10

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Application Procedure as per Article 7, Sections A, B and C:

A. Informal Conference

Prior to formal application, a developer shall request an informal meeting with the Planning Commission or County Planner for the purpose of the Commission or Planner giving guidance as to how to obtain approval for the subdivision under this Ordinance. The developer shall bring to this meeting a rough sketch plat of the subdivision and information regarding soil types, percolation results, intended method of sewage disposal, approximate number and size of lots, approximate location and size of streets and approximate access roads, land to be held in common, provisions for utilities, existing and proposed drainage of surface water and proposed method of road maintenance.

B. Application

After said informal meeting, the developer shall complete an application for a permit to establish a real estate subdivision in Hardy County, West Virginia. This application shall elicit, but not be limited to, the following information:

1. The name, address and telephone number of the developer, and prior development history.
2. The name of the proposed subdivision;
3. The name of each attorney, land surveyor or agent or professional engineer to be involved in the subdivision;
4. Total area of subdivision.

C. Filing of Application and Accompanied Material

The application shall be filed in the Office of the County Planner and the following material must be filed with the application:

1. A sketch plat as described in Article 8 of this Ordinance;
2. As a prerequisite to application, as stated in WV Code 39-1-16, "In case a proposed subdivision of any lot or parcel of land is situate abutting a municipality, it shall be the duty of the owner, or owners, or his or their agent, to submit a plat or plan of such subdivision to the council or commissioners of such municipality, showing the street and alley connections that such subdivision makes with such municipality, and furnishing full information for the purpose of determining whether the proposed subdivision will impede or prevent the further development and extension of such municipality where such subdivision is situate. Before any such subdivision is finally laid out, it shall have the approval of the council or commissioners of the municipality wherein the subdivision is situate, or upon which it abuts, and such approval and the date thereof shall be indicated on the plat or plan of such subdivision before the same is finally filed in the office of the clerk of the county court and the county assessor's office."
2. A letter from the subdivision owner, if different from the developer, authorizing the developer to act as his agent with full authority;
3. Copies of existing and proposed deed restrictions or protective covenants (see Article 12, A);

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Application Procedure as per Article 7, Sections A, B and C: continued

4. Written provisions for the property owners association to eventually take over the responsibility for the maintenance and operation of community facilities, especially roads, within the subdivision once seventy-five percent (75%) of the lots are sold. The developer is responsible to pay into the property owners association for unsold lots (see Article 13);
5. A proposed plan for control of erosion and sediment during and after construction based on West Virginia Department of Environmental Protection Standards.
6. The number of copies required of the above materials shall be determined by the County Planner or designated agent.
7. Existing and proposed profiles of the center lines of each road within the subdivision. Elevations shall be taken at 100 foot intervals of the proposed road.
8. The application shall include a list of the property owners' names and addresses located within 250 feet of the proposed subdivision as of record in the office of the Hardy County Assessor. The subject property, also, shall be included in the affected area. The applicant must also submit the tax map and parcel numbers for the list of properties along with a stamped and addressed envelope for each of the names and addresses of property owners in the affected area. If the list includes a lot within an adjacent subdivision, the applicant must submit the name of the president of the homeowners association along with a stamped and addressed envelope for that member. A legal notice shall be mailed to the affected property owners informing them of the upcoming public hearing for the proposed subdivision.

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Article 19: Fees

MAJOR SUBDIVISION FEE SCHEDULE

Application Fee	\$25.00 PLUS
Public Hearing Fee, Variance	\$100.00
Public Hearing Fee, Planning Commission	\$100.00
Final Plat Fee	\$200.00 + \$50.00 per lot, per section or phase
Plat correction	\$50.00
Inspections (after 1 st visit)	\$150.00

PLANNING STAFF ONLY

FEE: \$ _____

Hardy County Subdivision Ordinance

IF ADJACENT TO MUNICIPALITY, DATE APPROVED: _____

PLANNING OFFICE APPLICATION REVIEW DATE: _____

PLANNING COMMISSION PUBLIC HEARING DATE: _____

SKETCH PLAT APPROVAL DATE: _____

INSPECTION DATE: _____

INSPECTION DATE: _____

PLANNING COMMISSION FINAL PLAT APPROVAL DATE: _____

MASD071709 Revised 2/19/10