

**HARDY COUNTY PLANNING COMMISSION**  
**204 WASHINGTON STREET**  
**MOOREFIELD, WV 26836**  
**Phone: 304-530-0257      [www.hardycounty.com](http://www.hardycounty.com)**  
**Fax: 304-530-0258      \*click "Planning Comm"\***

**EFFECTIVE DATE- SEPTEMBER 1, 2009**

**APPLICATION FOR MINOR SUBDIVISION**

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

APPLICANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE/ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

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

GRANTOR'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE/ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

GRANTEE'S NAME: \_\_\_\_\_

GRANTEE'S ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE/ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF REGISTERED SURVEYOR/ ATTORNEY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
Revised 2/19/10

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

TAX DISTRICT \_\_\_\_\_ TAX MAP \_\_\_\_\_ PARCEL # \_\_\_\_\_

PREVIOUS MOST RECENT DEED BOOK # \_\_\_\_\_ PAGE # \_\_\_\_\_

ORIGINAL ACREAGE BEFORE THIS DIVISION \_\_\_\_\_

NUMBER OF NEW LOTS \_\_\_\_\_

LOT SIZE (S) \_\_\_\_\_

**MINOR SUBDIVISION CLASSIFICATION: \_\_\_\_\_**

- A. Family transfer**
- B. Transfer to achieve boundary line settlement**
- C. Conveyance for agricultural use**
- D. Merging of two or more tracts to form a larger parcel**
- E(1). Right-of-way for ingress and egress**
- E(2). Public utilities**
- F. Subdivision of one (1) to three (3) lot(s) within a five (5) year period**
- G. Plat Correction.**

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**APPLICATION FOR MINOR SUBDIVISION**

**Application Procedure as per Article 6, Section C:**

**C. Minor Subdivision Application Process**

- 1) Applicant meets the Planning Office staff to discuss the proposed subdivision and the criteria used to classify the proposal as a minor subdivision.
- 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 abutting the 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."
- 3) If deemed necessary, a Planning Office representative shall make a site inspection of the proposed minor subdivision.
- 4) The Planning Office reviews and notifies the applicant within ten (10) days of the application of the decision of the classification of the subdivision. Fees under Article 19 of this ordinance shall be paid in full before any approval or denial of minor subdivision status is determined and the deed or plat is stamped Approved.
- 5) Within ten (10) days of minor subdivision determination, the Planning Commission or County Planner will approve or disapprove of the minor subdivision application.
- 6) Applicant submits final plat to Planning Office.
- 7) All approved minor subdivisions will be stamped "APPROVED" by the County Planner.
- 8) If the application is denied, the applicant will be notified of the denial and their right to appeal the administrative decision with the Planning Commission within thirty (30) days of receipt of denial by the County Planner. If the Planning Commission upholds the administrative decision of denial, then the applicant will be notified in writing and their right to appeal with the Hardy County Circuit Court within thirty (30) days.

**NOTE: Any application that is denied status as a minor subdivision will automatically be classified as a major subdivision.**

Revised 2/19/10

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**Article 19: Fees**

**MINOR SUBDIVISION FEE SCHEDULE**

Application Fee	\$25.00 <b>PLUS</b>
Family Transfer	\$25.00 per lot
Plat/Deed for boundary line adjustment/settlement	\$25.00
Transfer for agricultural purposes	\$25.00
Merging of tracts to form one parcel	\$25.00
ROW Ingress and Egress	\$25.00
ROW Public Utilities	N/A
Final Plat, 1-3 parcels within a 5 year period	\$25.00 per lot
Plat correction	\$25.00
Inspection Fee (after 1 <sup>st</sup> visit)	\$150.00

\*\*\*\*\*

**STAFF USE ONLY**

FEE \$ \_\_\_\_\_

**Hardy County Subdivision Ordinance**

IF ADJACENT TO MUNICIPALITY, DATE APPROVED: \_\_\_\_\_

\_\_\_\_\_  
DATE RECEIVED

\_\_\_\_\_  
Planning Office Staff Member

\_\_\_\_\_  
DATE APPROVED

\_\_\_\_\_  
Planning Office Staff Member

\_\_\_\_\_  
INSPECTION RECEIVED

\_\_\_\_\_  
Planning Office Staff Member

\_\_\_\_\_  
FINAL PLAT APPROVAL DATE

\_\_\_\_\_  
Planning Office Staff Member