



Planning & Zoning Department
200 Jackson St., Fairmont WV 26554
Phone (304) 366-6211, Ext 333

MINOR SUBDIVISION APPLICATION

A Minor Subdivision of property includes the creation of up to three (3) parcels or the consolidation of existing parcels.

<i>Office Use</i> Review Fee _____ Date Received _____

Property Owner: _____

Address: _____

Phone: _____

Email: _____

SITE INFORMATION:

Street Address (if assigned): _____

Zoning: _____ Tax Map #(s): _____ Parcel #(s): _____

Square Footage of Parcels: _____ ft² _____ ft² _____ ft²

Subdivision Description (Size of parcel to be divided)

Number of lots created after subdivision

Reason for the subdivision:

Are there any Variances from the Subdivision Regulations anticipated:

Yes No

If yes, to what extent is a variance necessary?



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Fax (304) 366-0228
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PLAT

Plat Submission - A minor Subdivision Application must also include five (5) original plats illustrating:

- a. Existing and proposed property boundaries, property boundary dimensions, and square footage;
- b. A letter of service availability and approval from the Fairmont Utility Department if new lots are being created;
- c. Drawn to a scale of one inch (1") equals fifty feet (50') or larger;
- d. Date of preparation, north arrow, and scale;
- e. Legal description;
- f. Applicant/owner name and address;
- g. Legend;
- h. Vicinity map;
- i. Existing and proposed utility lines and easements;
- j. Certification by a registered land surveyor, licensed in the State of West Virginia, that the dimension and bearings are accurately delineated with a seal and signature;
- k. Location, shape, exterior dimensions of each existing building on the site(s);
- l. Location and dimensions of paved surfaces including sidewalks and curb cuts, and of all abutting streets;
- m. Locations of springs, streams, other water bodies, and areas subject to flooding;
- n. Floodplain designation making reference to pertinent FEMA Firm Community Panel Number;
- o. Approval signature block allowing space for President of Fairmont Planning Commission;
- p. Other items as deemed necessary by Planner Director or City Engineer.

Please note that all approved minor subdivision plats must be filed with the Marion County Tax Office within thirty (30) days of approval. Plats not filed within thirty (30) days will be considered invalid by the City of Fairmont and will require reapproval.

ATTEST

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Type/Print Name
of Applicant/Agent

Signature of
Applicant/Agent

Date

- Minor Subdivision Application Fee — \$40