

Office Use

Permit No.: _____
Zoning ID: _____
Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

GENERAL APPLICATION FOR DEVELOPMENT OF SIGNIFICANT IMPACT

This application shall be used for all Level III reviews of developments of significant impact (DSI) that have a broader impact. Such impacts would typically involve but may not be limited to:

- The transportation network;
- Environmental features such as parks or stream corridor;
- Local schools;

Specific requirements and specifications may be found in Section(s) 2300.10 of the Zoning Ordinance.

Date of Submittal ____/____/____

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Legal Description of Property:

(You can use either the Street Address or the Tax District, Map and Parcel No.)

Tax District Tax Map Parcel No. Parcel Size (acres or sq. ft.)

Street Address (Street, City, State, Zip Code)

Scope of Work:

Signature required on second page

MCPC

MONONGALIA COUNTY PLANNING COMMISSION

243 High Street, Rm 110, Morgantown, WV 26505

Phone 304.291.9570 Fax 304.291.9573 www.moncpc.org

Office Use

Permit No.: _____
 Zoning ID: _____
 Zoning Name: _____
 Tax District: _____
 Map No.: _____
 Fee: _____

Zoning Information	Has any construction or site preparation begun on the property at the time of this application?	Y	N
	Is there existing structure(s)/use(s) on the parcel? If yes, what is the use of such structures? (Please Describe)	Y	N
	Will the construction increase an existing building's occupancy or use capacity? How much? _____	Y	N
	Will you be installing signage as part of this application?	Y	N
In the event more than 1 acre of surface will be disturbed:	Will the use of fill be used as part of this application?	Y	N
	Will the construction, excavation or grading disturb more than 1 acre of surface?	Y	N
	Have you prepared a grading plan?	Y	N
	Have you prepared a stormwater management plan?	Y	N
	Have you prepared an erosion and sediment control plan?	Y	N
In the event the construction is for a new principal use, or property access point:	Have you obtained a highway access permit from the Division of Highways?	Y	N
	Have you obtained a street address from MECCA 9-1-1?	Y	N
	Is the parcel located in a Special Flood Hazard Area (SFHA)?	Y	N
	In the event the subject property is located in a SFHA area, have you obtained a Floodplain Development Permit?	Y	N
	Does the parcel/structure have a septic system permit or access to a public septic system? (Please Describe)	Y	N

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for a Zoning Permit does not guarantee approval and that the fee associated with the application is non-refundable. I give permission for on-site visits as required.

I understand that my presence is mandatory at any meetings regarding this application.

Signature of Applicant: _____ **Date:** _____

Office Use

Permit No.: _____
Zoning ID: _____
Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

SITE PLAN REVIEW LEVEL III: PLANNING COMMISSION REVIEW OF DEVELOPMENTS OF SIGNIFICANT IMPACT (DSI)

Developments of Significant Impact are those that have a broader impact. Such impacts would typically involve the transportation network, environmental features such as parks or stream corridor, and local schools. All applications for a DSI shall be accompanied by the following:

1. A site plan (3 copies), drawn to scale, that includes the following:
 - a) The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant;
 - b) The exact sizes and locations on the lot of existing structures, if any;
 - c) The location, square footage, and dimensions of the proposed structure or alteration;
 - d) The location of the lot with respect to adjacent rights-of-way.
 - e) The existing and proposed uses of the structure(s) and land.
 - f) The number of employees, families, housekeeping units, bedrooms, or rental units the structure(s) is designed to accommodate;
 - g) The location and dimensions of all existing and proposed means of ingress and egress to the site;
 - h) Height of structure;
 - i) Setbacks or building envelopes, as required;
 - j) Buffer yard and screening, if applicable;
 - k) Location of garbage collection area and screening;
 - l) Layout and designs of all internal roadways, as may be required by Article 2600 "Roads and Rights-of-Way" of this Ordinance;
 - m) Utility lines and easements; and,
 - n) Signature of applicant.
2. Preliminary building plans and elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors.
3. Floor plans of each level of the structure.
4. Parking and Loading Facilities Plan, as may be required by Article 2500 "Parking and Loading Facilities" of this Ordinance.
5. Landscaping and Screening Plan, as may be required by Article 2550 "Landscaping and Screening" of this Ordinance.

Office Use

Permit No.: _____
Zoning ID: _____
Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

SITE PLAN REVIEW LEVEL III: PLANNING COMMISSION REVIEW OF DEVELOPMENTS OF SIGNIFICANT IMPACT (DSI) (CONTINUED)

6. Lighting and Illumination Plan, as may be required by the Planning Official.
7. Signage Plan, as may be required the Planning Official.
8. Drainage and Stormwater Management Plan, as may be required by Article 2650 "Drainage and Stormwater Management" of this Ordinance.
9. Water Facilities Plan, as may be required by Article 2700 "Water Facilities" of this Ordinance.
10. Sewerage Facilities Plan, as may be required by Article 2750 "Sewerage Facilities" of this Ordinance.
11. Grading Plan, as may be required by the Planning Official. The Grading Plan and calculations are not required for Planning Commission site plan review, but shall be required prior to issuance of any land use permits. Such plans shall be prepared by a registered design professional licensed by the State of West Virginia, and as authorized by West Virginia State law; and shall also meet all applicable local, state and federal regulations.
12. Approved WV Division of Highways Access Permit, if applicable.
13. Sediment and erosion control plan as approved by the West Virginia Department of Environmental Protection.
14. Any other such information concerning the lot or neighboring lots as may be required by the Planning Official to determine conformance with, and provide for the enforcement of, this Ordinance. Where deemed necessary, the Planning Official may require that in the case of accessory structures or minor additions, all dimensions show on plans relating to the size of the lot and the location of the structure(s) thereon be based on an actual survey by a registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant\
15. A complete list of the names and addresses of all property owners for parcels that are, in whole or in part, within 200 feet of any property line of the lot(s) to be developed. Such information shall be obtained from the Monongalia County Assessor's Office. 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 a subdivision where a homeowners' association (HOA) operates, the applicant must submit the name of the president of the subdivision's homeowners association along with a stamped and addressed envelope for the individual.

MCPC

MONONGALIA COUNTY PLANNING COMMISSION

243 High Street, Rm 110, Morgantown, WV 26505

Phone 304.291.9570 Fax 304.291.9573 www.moncpc.org

Office Use

Permit No.: _____
Zoning ID: _____
Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

SITE PLAN REVIEW LEVEL III: PLANNING COMMISSION REVIEW OF DEVELOPMENTS OF SIGNIFICANT IMPACT (DSI) (CONTINUED)

These requirements apply to the zoned planning districts in Monongalia County. No site plan shall be accepted unless it is complete and is verified as to the correctness of information given by the signature of the applicant attesting thereto.

The Planning Office shall send written notification, using the stamped and addressed envelopes required above, to property owners within 200 feet of any property line of the development of the time, date and location of the Planning Commission meeting at which the project will be considered.

The Planning Official may require that the lot and location of a proposed structure(s) thereon be staked out on the ground prior to Planning Commission consideration.

For uses which, either in the opinion of the Planning Official or as required in Article 2600 "Roads and Rights-of-Way," may create excessive negative traffic impacts on existing public rights-of-way in the immediate vicinity that serve the use, the Planning Official may require a Traffic Impact Analysis on current and future traffic flows, at the applicant's expense, prepared by a qualified professional engineer. The Planning Commission may also table consideration of a development and require the applicant to prepare and submit a Traffic Impact Analysis. If the study indicates that the projected traffic impact of the use would result in a two (2) full letter grade decline in the existing Level of Service (e.g., going from a Level of Service B to a Level of Service D) of any public right-of-way directly serving the use, such finding may be considered sufficient grounds for denial of the project, or a requirement that sufficient improvements be made to said streets, at the applicant's expense, or that the project be reduced in size and scope to the point where no such negative impact on the Level of Service results. Level of Service refers to the traffic grading system described in the latest edition of the Highway Capacity Manual, published by the Transportation Research Board.

Approval of site plans shall expire two years from the date of approval. In the event construction authorized by a zoning permit has not been completed within two (2) years, the permit shall become null and void.

Additional copies of the Zoning Ordinance and Maps may be purchased from the Planning Office.