

Office Use

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

GENERAL APPLICATION FOR MAJOR DEVELOPMENT OF SIGNIFICANT IMPACT

This application shall be used for all Level III reviews of major developments of significant impact (MDSI) that are of such scope and scale that they have an impact on the region in terms of the transportation network, environment and schools. Such impacts would typically involve but may not be limited to:

- Regional shopping centers;
- Large scale residential developments;

Specific requirements and specifications may be found in Section(s) 2300.11 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 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

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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:** _____

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

Major Developments of Significant Impact are those that are of such scope and scale that they have an impact on the region in terms of the transportation network, the environment, the schools, etc. Such projects might include regional shopping centers and large scale residential developments.

All applications for a DSI shall be accompanied by the following:

1. A site plan (3 copies)(All sheets shall be 24"x36" in size) signed and sealed and drawn to scale (minimum 1"=50' – maximum 1"= 10' with the exception of the maps on sheet one) by a registered design professional licensed of the State of West Virginia as authorized by West Virginia State law, in the following format:

Sheet One (Title Sheet). The following information shall be submitted as part of Sheet One:

- a. Full legal description with sufficient reference to section corners and boundary map of the subject project, including appropriate benchmark references;
- b. Name of the project;
- c. Name and address of the owner, developer, and person who prepared the plans;
- d. Total acreage within the project and the number of residential dwelling units or the gross square footage of non-residential buildings, whichever is applicable;
- e. Existing zoning of the subject land and all adjacent lands;
- f. Boundary lines of adjacent tracts of land, showing owners of record;
- g. A key or vicinity map at a scale of one inch equals four hundred feet or less, showing the boundaries of the proposed project and covering the general area within which it is to be located;
- h. A statement of the proposed uses, stating the type and size of residential and non-residential buildings, and the type of business, commercial or industry, so as to reveal the effect of the project on traffic, fire hazards, or congestion of population;
- i. Any existing or proposed covenants and restrictions affecting property owners and/or homeowners associations; and,
- j. Statement of proposed starting and completion dates for the project, including any proposed phasing and sequencing

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Sheet Two (Existing Site Conditions). The following information shall be submitted as part of Sheet Two:

- a) Locations, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications as per the approved regional transportation plan, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or Planning Official for the subject land, and with three hundred (300) feet of the proposed project.
- b) Existing water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- c) Existing contours based in U.S.G.S. datum with intervals of not more than two (2) feet. Elevations shall be based on sea level datum; and
- d) The water elevation at the date of the survey of rivers, lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such rivers, lakes, streams, or designated wetlands. The plan shall also show the boundary line of the regulatory 100-year flood. The plan shall also show the base flood elevation of the regulatory 100-year flood at any building location along with the elevation of the lowest finished floor. All elevations shall be based on sea level datum.

Sheet Three (Proposed Site Conditions). The following information shall be submitted as part of Sheet Three:

- a) Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or the Planning Official for the subject land, and within three hundred (300) feet of the proposed project;

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Sheet Three (Proposed Site Conditions) (Continued):

- b) Existing and proposed water mains, fire hydrants, storm sewers, sanitary sewers, culverts, bridges, and other utility structures or facilities within, adjacent to, or serving the subject land, including pipe sizes, grades, and exact locations, as can best be obtained from public or private records;
- c) Building setback lines, or envelopes as required, showing dimensions;
- d) Drainage and Stormwater Management Plans, as required in Article 2650 "Drainage and Stormwater Management" of this Ordinance, including full description, details, and engineering calculations;
- e) Internal and perimeter sidewalk system/pedestrian circulation plan
- f) Proposed contours with intervals of not more than two (2) feet. The plan shall also show the contour line for the floodway fringe boundary; and
- g) The location and detail plans for all trash dumpsters and screening.

Sheet Four (Proposed Site Conditions) (Continued):

- a) Elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors.
- b) Floor plans of each level of the structure.

Sheet Five (Erosion Control Plan). The following information shall be submitted as part of Sheet Four and shall be reviewed prior to the issuance of a land use permit:

- a) Location, widths, and type of construction of all existing and proposed streets, street names, alleys, or other public ways and easements, railroad and utility rights-of-way or easements, parks, wooded areas, cemeteries, watercourses, drainage ditches, designated wetlands, low areas subject to flooding, permanent buildings, bridges, and other data considered pertinent by the Planning Commission or the Planning Official for the subject land, and within three hundred (300) feet of the proposed project;
- b) Proposed contours with intervals of not more than two (2) feet.
- c) Details of terrain and area drainage, including the identity and location of watercourses, intermittent and perennial streams, receiving waters, and springs, and the total acreage of land that will be disturbed.
- d) The direction of drainage flow and the approximate grade of all existing or proposed streets.

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Sheet Five (Erosion Control Plan) (Continued):

- e) Detailed plans and locations of all surface and subsurface drainage devices, walls, dams, sediment basins, storage reservoirs, and other protective devices to be constructed with, or as part of, the proposed project, together with a map showing drainage area, the complete drainage network, including outfall lines and natural drainage ways which may be affected by the proposed development, and the estimated runoff of the area served by the drains.
- f) A description of the methods to be employed in disposing of soil and other material that is removed from the grading site, including the location of the disposal site.
- g) Measures for soil erosion and sediment control which must meet or exceed the most recent methods and standards adopted by the State of West Virginia as administered by the appropriate state agency and which must comply with the design principles, performance standards, and requirements set forth in this Ordinance.
- h) A schedule of the sequence of installation of planned erosion and sediment control measures as related to the progress of the project, including the total area of soil surface that is to be disturbed during each stage, the anticipated starting and completion dates, and a schedule for the maintenance of such measures.
- i) Include the following notes on the sheet:
 - i. "All erosion control practices shall be in accordance with the most recently accepted state guidelines."
 - ii. "The Planning Official has the right to require additional erosion control measures in the field as conditions warrant."
- j) Copies of the letter of intent and response from the Monongalia County Soil and Water Conservation District office for compliance, when required.
- k) Any other information reasonably required for the proper and complete evaluation of the plan by the Planning Commission or Planning Official.

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Sheet Six (Landscape Plan). A landscape plan prepared to the standards specified in Article 2550 “Landscaping and Screening” of this Ordinance.

Sheet Seven (Plat-like dedication sheet, if necessary). The following information shall be submitted as part of Sheet Five if a plat-like dedication document for easements and rights-of-way is deemed necessary by the Planning Commission or the Planning Official:

- a) Parcels of land proposed to be dedicated or reserved for public use, or reserved for common use of all property owners within the project, with the proposed conditions and maintenance requirements, if any, shall be designated as such and clearly labeled on the plans;
- b) Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings; and
- c) Accurate location of all survey monuments erected, corners, and other points established in the field in their proper places.

All sheets shall contain the following information:

- a) The proposed name by which the project shall be legally and commonly known;
- b) Date of survey, scale, and north point;
- c) All lots or outlots intended for sale or lease shall be designated with boundary lines and numbered or labeled for identification purposes;
- d) Private parks, common areas, or excluded parcels shall be designated as such and clearly labeled on the plans;
- e) Such other information as may be deemed necessary for proper review of the site plan by the Planning Official or Planning Commission;
- f) All necessary reference points tying the subject property to the appropriate section corners;
- g) Each sheet shall be sealed and signed by the professional preparing the drawings; and,
- h) All sheets shall be tied to state plane coordinates for horizontal and vertical controls.

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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.

I 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.