



Municipal Planning Commission

Application and Checklist for DSI

MPC Hearing Date: _____

DSI _____ or Major DSI _____

Applicant Information	Property Information
Name:	Address:
Address:	Tax Map and Parcel:
Phone:	Zoning District:
Agents Name, Address, Phone (If other than Applicant):	Property Owner and Mailing Address: (if other than applicant)

IMPORTANT: This application must be typed or legibly printed and filed by the filing deadline with the Planning Department in person or by mail to 915 Quarrier Street, Suite 1 Charleston, WV 25301. The following items must accompany this application:

A. Developments of Significant Impact

Applications for permits for Developments of Significant Impact (DSI), as defined by the ordinance shall be accompanied by a site plan drawn to scale that includes the following for the use of the Planning Director:

1. 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 professional engineer licensed by the State of West Virginia
2. The exact sizes and locations of existing structures on the lot, if any
3. The location, square footage, and dimensions of the proposed structure or alteration
4. The location of the lot with respect to adjacent rights-of-way
5. The existing and proposed uses of the structure and land
6. The number of employees, families, housekeeping units, bedrooms, or rental units the structure is designed to accommodate
7. The location and dimensions of off-street parking and means of ingress and egress for such space
8. Height of structure
9. Setbacks
10. Buffer yard and screening, if applicable
11. Location of garbage collection area and screening
12. Street typical for internal roadways
13. Location and size of drainage structures
14. Location of stormwater detention system, if applicable
15. Utility lines and easements
16. Signature of applicant
17. Drainage plan and drainage calculations that bear the name, address, signature and seal of a registered professional engineer, with floodplain zones clearly denoted, a typical of all swales, and a design of the drop inlets
18. If applicable, design of stormwater detention system and drainage calculations that bear the name, address,

and seal of a registered professional engineer and that meet the requirements of Article 24 of this ordinance and the design standards of the United States Natural Resource Conservation Service

19. Parking plan
20. Landscaping plan
21. Sign plan
22. Approved WV Division of Highways Access Permit, if applicable
23. Approved State of West Virginia NPDES General Permit for Storm Water Associated with Industrial (Construction) Activity, if applicable
24. Any other such information concerning the lot or neighboring lots as may be required by the Planning Director to determine conformance with, and provide for the enforcement of, this ordinance; where deemed necessary, the Planning Director may require that in the case of accessory structures or minor Additions, all dimensions shown on plans relating to the size of the lot and the location of the structure(s) be based on an actual survey by a registered land surveyor or professional engineer licensed by the State of West Virginia.
25. Where the Planning Director determines that any of the items listed above is unnecessary, he or she may waive its requirement.
26. 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.
27. The Planning Director may require that the lot and location of the building thereon shall be staked out on the ground before construction of a dwelling unit or primary structure is begun. The Planning Director, where deemed appropriate, may require the same for accessory structures or minor Additions. In any case, it shall be the owner's responsibility to ensure that a structure is placed on his property according to the approved site plan.
28. Site plans approved by the Planning Commission authorize only the use, arrangement, and construction set forth in such approved site plans and no other use, arrangement or construction. Furthermore, the approval of a site plan shall not be construed to be approval of any violation of the provisions of this ordinance. The issuance of a building permit based upon site plans given approval by the Planning Commission shall not prevent the Planning Director from thereafter requiring the correction of errors in said site plans or from preventing operations from being carried on when in violation with this ordinance.
29. One copy of the site plan submitted for a permit as required above for the Planning Commission shall be returned to the applicant after the Planning Commission has marked such copy as either approved or denied as to the provisions of this ordinance and attested to same by the signature of the Planning Director. The original, similarly marked, shall be retained by the Planning Department.

B. Major Developments of Significant Impact

Major Developments of Significant Impact (MDSI), as defined by the ordinance, 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 include regional shopping centers and large scale residential developments. All applications for a MDSI shall be accompanied by a site plan, submitted under the seal and signature of a professional engineer licensed to practice by the State of West Virginia, and shall observe the following format:

1. Sheet One (Title Sheet)
 - 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
 - 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. Proposed covenants, restrictions, by-laws, or articles of incorporation 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.
2. Sheet Two (Existing Site Conditions)
- a. Location, widths, and type of construction of all existing streets, street names, alleys, or other public ways and easements, street classifications, 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 Commission or the Planning Director for the subject land, and within 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 locations;
 - c. Existing contours based in U.S.G.S. datum with intervals of not more than five (5) feet where the slope is greater than ten (10) percent and not more than two (2) feet where the slope is less than ten (10) percent. Elevations shall be based on sea level datum.
 - d. The water elevation at the date of the survey of lakes, streams, or designated wetlands within the project or affecting it, as well as the approximate high and low water elevation of such lakes, streams, or designated wetlands. The plan shall also show the contour line of the regulatory flood (100-year flood) elevation and the contour line for the floodway fringe boundary. All elevations shall be based on sea level datum.
3. Sheet Three (Proposed Site Conditions)
- 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 Commission or the Planning Director for the subject land, and within three hundred (300) feet of the proposed project.
 - 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 locations.
 - c. Building setback lines, showing dimensions.
 - d. Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, including basin mapping. The standard for drainage detention is that the run-off rate of a 100-year post-development event cannot exceed the rate for a 10-year pre-development event.
 - e. Internal and perimeter sidewalk system/pedestrian circulation plan.
 - f. Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten (10) percent and not more than two (2) feet where the slope is less than ten (10) percent. The plan shall also show the contour line for the floodway fringe boundary.
 - g. Show the location and detail plans for all trash dumpsters.
4. Sheet Four (Erosion Control Plan)
- 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 Commission or the Planning Director for the subject land, and within three hundred (300) feet of the proposed project.
 - b. Proposed contours with intervals of not more than five (5) feet where the slope is greater than ten (10) percent and not more than two (2) feet where the slope is less than ten (10) percent.

- 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.
 - 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 the 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 methods and standards adopted by the West Virginia Department of Natural Resources and/or set forth in the West Virginia Handbook For Erosion Control in Developing Areas and which must comply with the design principles, performance standards, and requirements set forth.
 - 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. Copies of the letter of intent and response from the Kanawha County Soil and Water Conservation District office for compliance, when required.
 - j. Any other information reasonably required by the Commission or Planning Director to properly evaluate the plan.
5. Sheet Five (Landscape Plan)
- A landscape plan prepared to the standards specified in this zoning ordinance.
6. Sheet Six (Plat-like dedication sheet, if necessary)
- The following information shall be submitted if a plat-like dedication document for easements and rights-of-way is deemed necessary by the Planning Commission:
- 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.
 - c. Accurate location of all survey monuments erected, corners and other points established in the field in their proper places.
7. 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 out lots 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 Director, City Engineer, 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 engineer preparing the drawings.
 - h. All sheets shall be tied to state plane coordinates for horizontal and vertical controls.
 - i. Names and addresses of the parties within 200 feet of the property.
 - j. The applicant must provide stamped, self-addressed envelopes in sufficient quantities to provide

notification to the parties identified in the item above.

I hereby affirm that all of the statements and information contained in or filed with this application are true and correct to the best of my knowledge.

Signature

Date

Planning Department Use Only

Comments:

Information pertaining to the property proposed for rezoning:

Application reviewed by:

MPC Action: Recommended Not recommended

Planning Official Signature and Title

Date