

**CITY OF CHARLESTON, WEST VIRGINIA**  
**SUBDIVISION APPLICATION**

☐ PRELIMINARY

☐ FINAL PLAT

☐ ADMINISTRATIVE

Filing Date: \_\_\_\_\_ Filing Fee Collected: \$\_\_\_\_\_ Number of Lots Being Created: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Subdivision Location: \_\_\_\_\_

Tax Map and Parcel Number(s): \_\_\_\_\_ Zoning District: \_\_\_\_\_ Flood Plain Designation \_\_\_\_\_

	ADDRESS	PHONE	FAX AND E-MAIL
Property owner:			
Developer:			
Licensed WV Surveyor:			
Attorney:			

For Preliminary Plats or Final Plats without preliminary approval, list (or attach) names and addresses of adjoining property owners, including across streets and alleys:

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\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Phone Number

**FILING INSTRUCTIONS**

- ☐ **Preliminary Plat:** Eight (8) maps signed and stamped by a WV Registered Surveyor and two (2) street and sewer profiles filed at minimum of 35 working days prior to a public hearing held by the Municipal Planning Commission.
- ☐ **Final Plat (when preliminary plat has been approved):** Eight (8) plat maps signed and stamped by a WV Registered Surveyor filed at least 7 working days prior to a Municipal Planning Commission public hearing.
- ☐ **Final Plat (without previously approved preliminary plat):** Eight (8) plat maps signed and stamped by a WV Registered Surveyor filed at least 35 working days prior to a public hearing held by the Municipal Planning Commission.
- ☐ **Administrative:** Eight (8) plat maps signed and stamped by a WV Registered Surveyor. Review time 1-2 weeks.  
(A checklist of the information required on plat maps for Administrative Subdivisions is on the back of this application).

***Fees - \$10.00 Administrative, Preliminary \$45 + \$1 per lot, Final \$10 or \$1 per lot, Final w/o Preliminary \$45 + \$1 per lot.***