



Frank A. Mullens Jr.  
Mayor

# City of South Charleston

## MUNICIPAL PLANNING COMMISSION

P. O. Box 8597  
South Charleston, WV 25303  
Telephone: 304-720-5985 Fax: 304-720-5989  
E-mail: [mtitlow@cityofsouthcharleston.com](mailto:mtitlow@cityofsouthcharleston.com)

### SUBDIVISION APPLICATION REQUIREMENTS

Date: \_\_\_\_\_

Zoning Ordinance Code \_\_\_\_\_

Please complete the following:

1. Name, address, and telephone number of applicant: \_\_\_\_\_ Email address: \_\_\_\_\_  
 \_\_\_\_\_ Phone number: \_\_\_\_\_  
 \_\_\_\_\_
2. Give reason for Subdivision including compatibility with use of neighborhood character, traffic conditions, and other matters affected by the change.
3. Attach a list names and addresses of all abutting property owners of subject property.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. ATTACH COPIES OF DEVELOPMENT PLAN SHOWING:
  - a. North arrow, scale, date, vicinity map
  - b. Existing and proposed streets, utilities (easements), building, structures, drives, and significant natural or man-made features. Those to be removed shall be designated by dashed lines.
  - c. Proposed landscaping, screening and buffer areas.
  - d. Zoning and present use of adjoining properties including those across streets and alleys.
5. Fee of One Hundred Fifty Dollars (\$150).
6. Applications must be filed with the Secretary to the Board by the fifteenth (15<sup>th</sup>) of each month no later than 11am to be placed on the next month's Agenda. Hearings are scheduled on the second (2<sup>nd</sup>) Wednesday after the first (1<sup>st</sup>) Tuesday of every month.
  - a. Each applicant must appear personally or by counsel or agent at their scheduled hearing date.

\_\_\_\_\_  
Petitioner

\*Each applicant must be in good standing with all departments of the City of South Charleston before filing this application.