



City of Morgantown, West Virginia

**APPLICATION FOR
TYPE III SITE PLAN REVIEW**

OFFICE USE	
CASE NO.:	_____
RECEIVED:	_____
COMPLETE:	_____

The Morgantown Planning Commission is responsible for approving Type III Site Plan Review Applications. There are two categories of Type III Site Plans Review Applications, 1) Developments of Significant Impact and 2) Major Developments of Significant Impact. Please check the category that best describes your proposed development:

Developments of Significant Impact (DSI):

- Residential Projects:..... 12 to 99 dwelling units
- Commercial Projects: 15,000 square feet of gross floor area
- Office / Institution Projects:.... 15,000 square feet of gross floor area
- Industrial Projects..... 0 square feet to 99,999 square feet of gross floor area
- Mixed Use Projects 15,000 square feet of gross floor area

Major Developments of Significant Impact (Major DSI):

- Residential Projects:..... 100 or dwelling units
- Commercial Projects: 100,000 or more square feet of gross floor area
- Office / Institution Projects:.... 100,000 or more square feet of gross floor area
- Industrial Projects..... 100,000 or more square feet of gross floor area
- Mixed Use Projects 100,000 or more square feet of gross floor area

(PLEASE TYPE OR PRINT IN BLACK INK)

I. APPLICANT			
Name:		Phone:	
Mailing Address:	Street	Mobile:	
	Email:		
	City	State	Zip
II. AGENT / CONTACT INFORMATION			
Name:		Phone:	
Mailing Address:	Street	Mobile:	
	Email:		
	City	State	Zip
Mailings –	Send all correspondence to (check one): <input type="checkbox"/> Applicant OR <input type="checkbox"/> Agent/Contact		
III. PROPERTY			
Owner:		Phone:	
Mailing Address:	Street	Mobile:	
	Email:		
	City	State	Zip



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IV. SITE			
Street Address (if assigned):	_____	Zoning:	_____
Tax Map(s) #:	_____	Parcel(s) #:	_____
Existing Use of Structure or Land:	_____		
Proposed Use of Structure of Land:	_____		
V. STRUCTURE			
Proposed Setbacks: Front:	_____ ft.	Rear:	_____ ft.
		Side A:	_____ ft.
		Side B:	_____ ft.
Proposed Height of Structure:	_____	No. of Proposed Off-Street Parking Spaces:	_____
No. of Dwelling Units (if applicable):	_____	No. of Bedrooms:	_____
		No. of Employees:	_____
Square Footage of all Proposed Structures (please explain): _____			
VI. SITE PLAN REQUIREMENTS			
All applications for Type III Site Plan Review must be accompanied by complete and accurate site plan exhibits that meet the requirements set forth in Article 510.08 of the Zoning Ordinance and provided herein as: Addendum A.....Developments of Significant Impact Addendum B.....Major Developments of Significant Impact			
IX. ATTEST			
I hereby certify that I am the owner of record of the named property, or that this application is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction. I certify that the information submitted herein and attached hereto is true and accurate and understand that if found otherwise may result in the denial of this request or subsequent revocation of any and all related approvals. The undersigned has the power to authorize and does hereby authorize City of Morgantown representatives on official business to enter the subject property as necessary to process the application and enforce related approvals and conditions.			
_____	_____	_____	_____
Type/Print Name of Applicant/Agent	Signature of Applicant/Agent	Date	

- Applicants will be advised of the Technical Review Committee meeting date/time.
- Site Plan Review Fee – \$75 for first \$200,000 in construction costs; \$10 for each additional \$100,000



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TYPE III SITE PLAN REVIEW ADDENDUM A
DEVELOPMENTS OF SIGNIFICANT IMPACT

Developments of Significant Impact are those that have a citywide impact. Such impacts would typically involve the transportation network, environmental features such as parks or stream corridor, and local schools.

- (1) All applications for a Development of Significant Impact shall be accompanied by the following:
 - (a) A site plan (14 copies), drawn to scale, that includes the following for the use of the Planning Director:
 - (i) 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.
 - (ii) The exact sizes and locations on the lot of existing structures, if any.
 - (iii) The location, square footage, and dimensions of the proposed structure or alteration.
 - (iv) The location of the lot with respect to adjacent rights-of-way.
 - (v) The existing and proposed uses of the structure and land.
 - (vi) The number of employees, families, housekeeping units, bedrooms, or rental units the structure is designed to accommodate.
 - (vii) The location and dimensions of off-street parking and means of ingress and egress for such space.
 - (viii) Height of structure;
 - (ix) Setbacks;
 - (x) Buffer yard and screening, if applicable;
 - (xi) Location of garbage collection area and screening;
 - (xii) Location of sign;
 - (xiii) Layout of all internal roadways;
 - (xiv) Location of stormwater management facilities;
 - (xv) Utility lines and easements; and
 - (xvi) Signature of applicant.
 - (b) Grading plans and drainage plans and calculations are not required for Planning Commission site plan review, but shall be required prior to issuance of any building 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.
 - (c) Parking plan
 - (d) Landscaping plan
 - (e) Sign plan
 - (f) Approved WV Division of Highways Access Permit, if applicable
 - (g) 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



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DEVELOPMENTS OF SIGNIFICANT IMPACT**

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) thereon be based on an actual survey by a registered 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.

- (3) The Planning Director may require that the lot and location of the building(s) thereon shall be staked out on the ground before construction.
- (4) For uses which, in the opinion of the City Engineer, may create excessive negative traffic impacts on dedicated City streets in the immediate vicinity that serve the use, the City may require an analysis of the proposed development's impact on current or future traffic flows, at the developer's expense, prepared by a qualified professional engineer. The Planning Commission may also table consideration of a development and refer such development to the City Engineer to ask his or her opinion as to whether a traffic study may be warranted. 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 dedicated City street 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 developer'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.
- (5) 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 thereunder when in violation with this ordinance. Site plan approval does not eliminate the need to obtain an approved building permit and the applicant's responsibility to meet all other requirements established by local, state and federal regulations.
- (6) One copy of the site plan submitted for a permit to the Planning Department shall be returned to the applicant after the Planning Director has marked such copy as either approved or disapproved as to the provisions of this ordinance and attested to same by his signature on such copy. The original, similarly marked, shall be retained by the Planning Director.

I hereby certify that I have read the site plan submission requirements provided herein and understand that failure to submit said exhibits constitutes an incomplete application which will result in application review delays.

Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date



City of Morgantown, West Virginia
TYPE III SITE PLAN REVIEW ADDENDUM B
MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT

The review process for all **Major Developments of Significant Impact** shall be identical to that for Developments of Significant Impact, except as otherwise noted in the plan submission requirements listed below.

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 could include regional shopping centers and large scale residential developments. **All** applications for a **Major Development of Significant Impact** shall be accompanied by a site plan submitted under the seal and signature of a registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law. All sheets shall be 24" x 36" size drawn to scale at a minimum 1"=50' and a maximum 1"=10' with the exception of the maps on Sheet One, unless otherwise approved by the City Engineer. Eighteen (18) copies of the site plans shall be submitted for review and shall observe the following format:

(1) 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.

(2) Sheet Two (Existing Site Conditions)

The following information shall be submitted as part of Sheet Two:

- (a) Location, 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



TYPE III SITE PLAN REVIEW ADDENDUM B
MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT

- flooding, permanent buildings, bridges, and other data considered pertinent by the Planning 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 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;

(3) 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 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 exact locations, as can best be obtained from public or private records;
- (c) Building setback lines, showing dimensions;
- (d) Full description and details, including engineering calculations, for provision of storm water drainage plans and facilities, as required by the City's stormwater management ordinance;
- (e) Internal and perimeter sidewalk system/pedestrian circulation plan; and
- (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.
- (g) Show the location and detail plans for all trash dumpsters.



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MAJOR DEVELOPMENTS OF SIGNIFICANT IMPACT

(4) Sheet Four (Erosion Control Plan)

The following information shall be submitted as part of Sheet Four and shall be reviewed prior to issuance of a building 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 Director 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.
- (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 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 in this chapter.
- (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 WVDNR "West Virginia Handbook For Erosion Control In Developing Areas" dated October 1992 and the SCS "Field Office Technical Guide."
 - (ii) "The City Engineer 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 by the Planning Commission or Planning Director to properly evaluate the plan.



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(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 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 its authorized designee:

- (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;
 - (i) Radii, internal angles, points of curvature; tangent bearings and lengths of all arcs, chord, and chord bearings; and
 - (ii) 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 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) A traffic impact study, if required by the City Engineer;
- (f) Such other information as may be deemed necessary for proper review of the site plan by the Planning Director, City Engineer, or Planning Commission;
- (g) All necessary reference points tying the subject property to the appropriate section corners;
- (h) Each sheet shall be sealed and signed by the professional preparing the drawings;
- (i) All sheets shall be tied to state plane coordinates for horizontal and vertical controls;
- (j) Names and addresses of the parties within 200 feet of the property; and,
- (k) The applicant must provide self-addressed stamped envelopes in sufficient quantities to provide notification to the parties identified in the item above. Return address is not required.

I hereby certify that I have read the site plan submission requirements provided herein and understand that failure to submit said exhibits constitutes an incomplete application which will result in application review delays.

Type/Print Name of Applicant/Agent

Signature of Applicant/Agent

Date