



SMARTCODE SITE PLAN APPLICATION

City of Ranson, West Virginia • Department of Community Development
312 S. Mildred Street, Ranson West Virginia 25438 • Phone: 304-725-1010 • www.cityofransonwv.net

OFFICE USE ONLY

Application # _____

Date Received: _____ Fee: _____

Application Accepted By: _____ Payment Type: _____

Comments: _____

APPLICANT:

NAME: _____

ADDRESS: _____ CITY/STATE _____ ZIP: _____

PHONE # _____ FAX # _____ EMAIL _____

PROPERTY OWNERS:

NAME: _____

ADDRESS: _____ CITY/STATE _____ ZIP: _____

PHONE # _____ FAX # _____ EMAIL _____

CHECK HERE IF LISTING ADDITIONAL OWNERS ON SEPARATE PAGE.

ATTORNEY/AGENT (CHECK ONE IF APPLICABLE): ATTORNEY AGENT

NAME: _____

ADDRESS: _____ CITY/STATE _____ ZIP: _____

PHONE # _____ FAX # _____ EMAIL _____

SIGNATURES:

APPLICANT SIGNATURE: _____

PROPERTY OWNER SIGNATURE: _____

ATTORNEY / AGENT SIGNATURE: _____

PLEASE DIRECT CORRESPONDENCE TO: OWNER AGENT ATTORNEY

My signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City staff review of this application is dependent upon the accuracy of the information provided that any inaccurate or inadequate information provided by me/my firm/my agent, etc. may delay review of this application.

PLEASE NOTE: INCOMPLETE INFORMATION WILL RESULT IN REJECTION OF THIS SUBMITTAL.

FOR ALL QUESTIONS REGARDING THIS FORM AND FEES, PLEASE CALL: 304-725-1010.

ALL FEES MUST BE PAID WITH APPLICATION SUBMITTAL. PLEASE MAKE ALL CHECKS PAYABLE TO THE **CITY OF RANSON.**



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LOCATION AND PROPERTY INFORMATION

PROPERTY ADDRESS (FOR ZONING PURPOSES): _____

MAP AND PARCEL NUMBER(S) FOR CERTIFIED ADDRESS: _____

CHECK HERE IF LISTING ADDITIONAL PARCEL NUMBERS ON SEPARATE PAGE.

ZONING DISTRICT _____ TOTAL ACREAGE _____

SITE PLAN APPLICATION CHECKLIST – ATTACH MAP(S) AND OTHER DOCUMENTS INCLUDING THE FOLLOWING INFORMATION:

All maps shall include north arrow, scale, and date.

I. Map information:

- The date and substance of any revisions to the plat are to be indicated in a revision block that is drawn on the plat.
- The name and address of the owner(s) of the land, and the name and address of the applicant, if other than the owner.
- A letter from the owner, signed application, or power of attorney, if different from the applicant, authorizing the applicant to act as agent with full authority.
- North arrow, scale, and date.
- All site plans as described below shall provide a space on the plan for property owner certification to be placed on the plan once approved by the planning department. The note shall read as follows:

The owner of this property hereby affirms that these plans meet the requirements of the Ranson Zoning and Subdivision Ordinances and the above conditions of approval set forth by the Ranson Planning Commission. (Owner's Signature) (Date)

II. Site Conditions

- Vicinity map at a scale of 2,000 feet or more to the inch indicating the location of the property with respect to surrounding property and streets. The map shall show all streets and property within 1,000 feet of the applicant's property. All property held by the applicant in the area shall be identified.
- All existing pertinent features, either natural or man-made, that may influence the design of the site, such as watercourses, tree groves, specimen trees of greater than 2' caliper (excluding those within tree groves to remain), swamps, known sink holes, floodplain, jurisdictional wetlands per Army Corps of Engineers, outstanding natural topographic features, items on the National Register of Historic Places, grave sites, existing buildings, sewers, water mains, culverts, overhead utility lines, fire hydrants, and location of underground utilities within the tract.
- Existing topography with two-foot contour intervals. Contour lines (may be extrapolated) shall be shown 50 feet beyond the site boundary.
- Location, widths, and names of all existing improved or unimproved streets or alleys on or within 100 feet of the subdivision. Recorded, but unimproved streets shall be shown with dashed lines.
- Location of individual wells and/or septic tanks.
- Zoning classification and existing use of the tract and adjoining properties.



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III. Proposed Development:

- A drawing on a scale no smaller than 1" = 100 feet of proposed layout with lot widths and building setbacks.
- Lot occupation – lot coverage, building placement.
- Building form – façade alignment, façade buildout, setback encroachments, encroachment depths, private frontage type.
- Building configuration – Building height, building elevation, designation of land use with total number of residential units and square footage for commercial uses, fenestration.
- Outbuilding information – height, accessory unit use, accessory unit size.
- Architectural standards.
- The approximate location, dimensions, and area of all property proposed to be dedicated or temporarily reserved for public use, or to be reserved by a blanket covenant for use of all property owners in the community unit and conditions for such conveyance or reservation. Also, the location, dimensions, area, and purposes of any proposed easements.

IV. Site Improvements:

- Driveways and Parking – number of spaces, location and dimensions of all parking and loading areas, handicapped spaces, driveways, parking aisles, curbing, and islands.
- Roadway design plans and profiles.
 - The locations, width, and names of proposed streets and alleys (street names shall not be duplicated, and they shall be reviewed and approved by central dispatch). Proposed elevations at the centerline of the street shall be shown at the beginning and end of each street, at street intersections, and at all points where there is a change in grade or direction. A profile of each street, at a minimum scale of one inch = fifty feet horizontal and one inch = five feet vertical with grades indicated shall be included.

- The cross-section of each street, at a scale of one inch = ten feet or less, showing the width and type of pavement, the size and type of curb and gutter, the location and width of sidewalks, utilities, and street trees.
- Stormwater management plan: Refer to stormwater management ordinances for plan preparation details. S.16-97.
- Utility plan.
 - Connections with existing public water supply. Provide both plan and profile view of the proposed water lines including size, depth, slope, invert elevations, materials, and valve locations.
 - Connections with existing public sanitary sewer system or alternative means of sewage treatment and disposal. Provide both plan and profile view of the proposed sewer lines including size, depth, slope, invert elevations, and materials.
 - Calculations showing the estimated amount of water consumption and sewage generated by the proposed development.
 - The locations of proposed fire hydrants, gas, electric, cable and telephone service
- Grading plan. Showing existing and proposed topography showing locations of proposed buildings, driveways, parking lots, and utilities.
- Landscape, lighting, fencing and signage plan(s), with information sufficient to demonstrate compliance with code
 - Location of all proposed landscaping, fencing, street lighting, and signage may be shown on one plan unless it is necessary to separate the information for clarity.
 - Location of trees and vegetation to be retained.
- The location and design of any exterior oil/grease separator or trap if applicable.
- For commercial development, the location of any dumpster pads for waste disposal with necessary screening enclosure.
- Location of existing survey monuments and proposed new monuments.