



SMARTCODE REZONING PETITION AND 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**.



SMARTCODE REZONING PETITION AND 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

LOCATION AND ZONING REQUEST

PROPERTY ADDRESS (FOR ZONING PURPOSES): _____

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

CHECK HERE IF LISTING ADDITIONAL PARCEL NUMBERS ON SEPARATE PAGE.

CURRENT ZONING DISTRICT _____ REQUESTED ZONING DISTRICT _____ TOTAL ACREAGE _____

PROPOSED USE OR REASON FOR ZONING REQUEST: _____

STATEMENT AS TO HOW REZONING REQUEST IS CONSISTENT WITH COMPREHENSIVE PLAN: _____

CHECK HERE IF EXPLANATION OF USE OR CONSISTENCY WITH COMPREHENSIVE PLAN IS ON SEPARATE PAGE.

REZONING APPLICATION CHECKLIST

The application package must consist of three (3) complete sets of all items listed below, one of which must contain the original signed forms. **Attach map(s) and other documents including the following information:**

For application to any SmartCode District:

- Topography at a maximum of 20-foot contour intervals, using USGS topography or other available topographic survey and established or approximated 100-year flood plain limits as shown on the official FEMA flood insurance maps
- Existing property lines with dimensions
- Location and widths for adjoining streets
- Existing structures
- Existing use of land
- Current zoning of land and adjoining properties
- Proposed points of connection for off-site thoroughfares
- Proposed maximum density

For application to SmartCode New Community District (SC-NC):

Information on left plus:

- Proposed community unit type(s) with their location and acreage
- Proposed designation of transect districts at interior perimeter of property to be re-zoned (1 lot deep)

For application to Transect Districts (T1-5) as part of Infill Community Plan:

Information on left plus:

- Proposed community unit type(s) with their location and acreage
- Proposed designation of transect districts throughout
- An infill land development plan and plat shall be submitted and approved as part of a rezoning application to Transect Districts, pursuant to the requirements of Sec. Ch. 19, 4.1.3.

For application to Transect Districts (T1-5) NOT as part of Infill Community Plan:

Information on left plus:

- Proposed designation of transect districts throughout
- Statement describing how the requested change enhances the surrounding neighborhood structure per Ch. 19, 1.2.



SMARTCODE REZONING PETITION AND 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

SMARTCODE REZONING APPLICATION INSTRUCTIONS

Zoning to SmartCode Districts may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they:

- 1) promote health, safety, and the general welfare
- 2) support the implementation of the Comprehensive Plan
- 3) support the intent and purpose stated in Ch 19, 1.2 of the Zoning Ordinance
- 4) encourage the most appropriate use of land

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

- 1) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City.
- 2) Three copies of the map(s) required with the application
- 3) Any additional information required by the City Manager or his designee to ensure an adequate review can be completed
- 4) A complete description of the request

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant. A completed application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

SMARTCODE DEVELOPMENT PROCESS OVERVIEW

The following land development approvals will be required after rezoning is complete:

	SmartCode New Community	SmartCode Infill Community	Transect Districts (T1-5) not part of a Community Plan
Land development plan and plat	Applicant may elect to submit land development plan and plat for concurrent approval with rezoning request	Land development plan and plat required to be submitted for concurrent approval with rezoning request	Only required if subdivision needed
Construction Drawings	Required	Only required if subdivision needed	Only required if subdivision needed
Performance bond release and/or City inspection	Required	Only required if site improvements included	Only required if site improvements included
Final plat	Required	Only required if subdivision needed	Only required if subdivision needed
Site plan	Required	Required	Outside of Old Town: Required for all development In Old Town: Only required if more than one use, equal to or greater than one acre, more than two units, or contains commercial and/or industrial development
As-Built site plans / improvement plans	Required	Only required if site improvements included	Only required if site improvements included