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Greenbrier County Subdivision Application  
Greenbrier County Planning and Permits Office  
200 North Court Street, Lewisburg, WV, 24901  
Telephone 304-647-6687 Fax 304-647-6631

Date \_\_\_/\_\_\_/\_\_\_ Received \_\_\_/\_\_\_/\_\_\_ Application Number \_\_\_\_\_

Type of Modification ( ) Major ( ) Minor ( ) Merger ( ) Boundary Adjustment

Use other application for exemptions. \_\_\_\_\_

Survey Plat Attached: Comments \_\_\_\_\_

Sketch Plat Attached: Comments \_\_\_\_\_

List Other Documents Attached \_\_\_\_\_

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Telephone \_\_\_\_\_

Other Contact Information \_\_\_\_\_

Previous Property Owner \_\_\_\_\_

Property Information

Deed Book # \_\_\_\_\_ Page Number # \_\_\_\_\_

District # \_\_\_\_\_ Map # \_\_\_\_\_ Parcel # \_\_\_\_\_

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Property Location \_\_\_\_\_

Road Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Number of Proposed Lots \_\_\_\_\_ Minimum Lot Acreage \_\_\_\_\_

Has This Parcel Been Subdivided Since 11/28/06? ( ) YES ( ) NO

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FEES - Minor Subdivision 25.00 / Major Subdivision (100.00 per Dwelling Unit)

Have the fees been paid? ( ) YES ( ) NO

Make checks payable to the Greenbrier County Commission.

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Applicant / Owner Signature

I hereby certify that I have read and examined this document and know the information provided to be true and correct, and that misrepresentation may void this application. By signing this document I am stating that I am the owner or have authorization from the owner to make the changes described in this documentation to the property referenced in this documentation.

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

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Approved By \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Infrastructure Items Checklist

Have you listed directions to the property? ( ) YES ( ) NO

Has the subdivision name been selected? ( ) YES ( ) NO

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

Will you be applying using the new amendments to the ordinance? ( ) YES ( ) NO

Have the lots been surveyed? ( ) YES ( ) NO

Are the lots apart of a larger lot plan to be surveyed? ( ) YES ( ) NO

Are you submitting a certified surveyed plat? ( ) YES ( ) NO

Has the property plat been recorded? ( ) YES ( ) NO

Is there a digital copy of everything mapped? ( ) YES ( ) NO

Are you submitting maps of the property features? ( ) YES ( ) NO

Have the maps been prepared using appendix A from the ordinance? ( ) YES ( ) NO

Has the flood plain determination been made? ( ) YES ( ) NO

If YES, How is it zoned? \_\_\_\_\_

Will any items be in any flood areas? ( ) YES ( ) NO

If YES, What items will be in the flood zone? \_\_\_\_\_

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Is the property located within any zoned districts? ( ) YES ( ) NO

If YES, What is the zoning? \_\_\_\_\_

Have the required set backs been met? ( ) YES ( ) NO

Do you have a NPDES Permit? ( ) YES ( ) NO

What erosion control devices are in place? \_\_\_\_\_

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Do you have adequate water supply for the subdivision? ( ) YES ( ) NO

Do you have city water available? ( ) YES ( ) NO

Will you be drilling new private water wells? ( ) YES ( ) NO



- Have any of the wells been drilled?  YES  NO
- Has the quality of the water been tested?  YES  NO
- Is there city sewer service available?  YES  NO
- Will private septic systems be installed?  YES  NO
- Have perk test been done on the lots?  YES  NO
- Have the septic areas been marked off (10,000 Square Feet)?  YES  NO
- Do you have water and septic approval from the GCHD or PSD?  YES  NO
- Will the well and septic locations be field verified by the GCHD?  YES  NO
- Have you applied for the 911 physical addresses for each lot?  YES  NO
- Have lot numbers or addresses signage been assigned to each lot?  YES  NO
- Are the property lines flagged or marked between the lots?  YES  NO
- Are silt fences, straw bales, and drainage devices in place?  YES  NO
- Have the home sites been graded for proper drainage?  YES  NO
- Will surface water be directed to an approved means of discharge?  YES  NO
- Are the roads and driveways in place?  YES  NO
- What standard will be used for road design? \_\_\_\_\_
- Are you submitting an engineered road design plat?  YES  NO
- Has a traffic study been prepared by the engineer?  YES  NO
- Will the roads cross any rivers, creeks, or streams?  YES  NO
- Have all culverts and storm drains been properly sized?  YES  NO
- Have storm water calculations been prepared?  YES  NO
- Have the roads or streets been named?  YES  NO
- Has all traffic signage placements been established?  YES  NO

Have all right-of-ways along roads been established? ( ) YES ( ) NO

Will any guard rails be needed along either side of the road? ( ) YES ( ) NO

Do you have a WVDOH Driveway Permit? ( ) YES ( ) NO

Will there be any retainage walls? ( ) YES ( ) NO

Have the fire hydrant locations been marked by the roads? ( ) YES ( ) NO

How close is the nearest fire station to the subdivision? \_\_\_\_\_

Will the street lighting locations be shown on the plat? ( ) YES ( ) NO

Are all other utility service locations shown on the plat? ( ) YES ( ) NO

What other utility services are available? \_\_\_\_\_

List all infrastructure in place or items to be changed \_\_\_\_\_

List any common areas, pools, parks, ponds, play grounds, trails, sidewalks, or other amenities for the proposed subdivision.

Will these areas be handicap accessible? ( ) YES ( ) NO

Are you submitting a landscaping plan? ( ) YES ( ) NO

Will there be any buffer zones? ( ) YES ( ) NO

Will any property be dedicated for any special use? ( ) YES ( ) NO  
Will any property be preserved or protected from development? ( ) YES ( ) NO  
Is there an expected timeframe for completion? ( ) YES ( ) NO

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Will there be a homeowners association for the subdivision? ( ) YES ( ) NO  
Will there be any deed restrictions or covenants? ( ) YES ( ) NO  
Are the homeowner association by-laws in place? ( ) YES ( ) NO  
Are the minimum subdivision rules established? ( ) YES ( ) NO  
Will the homeowners association collect fees for services? ( ) YES ( ) NO

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Are financial security safeguards in place? ( ) YES ( ) NO  
Is there a performance bond in place? ( ) YES ( ) NO  
Will there be construction insurance in place? ( ) YES ( ) NO  
Are there other means of funding available? ( ) YES ( ) NO  
Has this information been submitted for review? ( ) YES ( ) NO

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Are there any special exceptions or considerations requested? ( ) YES ( ) NO

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Notes or questions listed.