



Administrative Subdivision Plat Checklist

In order for your minor boundary adjustment to be completed as quickly as possible, please include with your application a survey plat including the following information:

- Title Block
 - Brief description of the purpose of the boundary adjustment
 - Address of the subject property, if known
 - Tax district, map and parcel numbers
 - Name and address of property owner(s)
 - Scale (must be 100'=1" or less)
 - North-point
 - Date of survey

- Street and alley lines labeled with approved names, bearings and widths

- All lot lines and their dimensions (in feet and hundredths) and angles to the street and alley lines

- Location and setbacks of all existing and proposed structures on the property

- Location and material of all permanent monuments

- Municipal boundaries, where applicable

- Easements or rights-of-way labeled with the general purpose and width, when provided for or owned by public utilities or services. For Sanitary Sewer System facilities, show:
 - Northings and eastings of the center points of all manholes, clean-outs and valve pits
 - Bearings, distances, size and type of all pipes
 - A 10' wide permanent and exclusive sanitary sewer easement (5' from each side of center of all sanitary sewer pipes and laterals)

- Signature and seal of the West Virginia licensed surveyor who prepared the plat