

## **City of Parkersburg**

### **Development Plan Review Process and Checklist**

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#### **Purpose:**

Development Plan Review Process and Checklist is an administrative function of the Development Plan Review Committee (DPRC). The DRPC is comprised of staff the following City Departments: Development Department, Public Works – Engineering Division, Public Works – Code Enforcement, Public Works – Zoning, Parkersburg Fire Department and Parkersburg Utility Board. The DPRC and plan review checklist (attached hereto) is designed to streamline the development review process by creating a one-stop shop for new projects in the City of Parkersburg. This process helps to:

1. Set expectations for the developer or design professional regarding plan requirements;
2. Identify and resolve issues early in the planning and design process;
3. Provide more timely feedback to developers and design professionals;
4. Improve the coordination and review process for DPRC staff;
5. Facilitate the building permit review and approval process.

#### **Eligibility:**

The Development Plan Review Process and Checklist further described herein shall generally apply to all new commercial, industrial and residential development construction projects. Please further note the following specifications:

1. New Commercial Development is defined as projects in excess of 1,500 sq. ft. or where the project budget is in excess of \$150,000.
2. Residential Development is defined as projects where the construction of two or more Single-family homes or Multi-family units are proposed.
3. New parking lots or substantial improvement to an existing lot.

All new construction projects that meet the above criteria will be reviewed by DPRC staff to ensure the proposed project is in conformance with applicable City policies and regulations, such as zoning, parking and design, site layout/design, landscaping, lighting, circulation, stormwater, drainage and utilities.

Note, all applicants must be in good standing with the City of Parkersburg to receive a building permit. This includes, the developer, property owner and/or contractor. A building permit will not be issued for a project if the above mentioned parties are delinquent in City service fees or if a lien and/or judgement has been filed (Article 1331.02). To resolve this issue, please make the necessary payment or setup payment arrangements with the City's Finance Department to be in compliance.

**Plan Review Process:**

The Development Plan Review Process shall consist of two stages:

1. Pre-Application (Pre-Development) Meeting
2. Staff Review and Approval Process

**Pre-Development Meeting**

The Development Department facilitates the initial intake of information for new construction projects and schedules a Pre-Development Meeting (if applicable) w/ the DPRC. A Pre-Development Meeting will include the applicant with DPRC staff. Said meeting will follow an agenda similar to the one below:

- a. Introduction of DPRC staff and the Applicant.
- b. Project Overview by the Applicant.
- c. Discuss Plan Review Process and Checklist Requirements.
- d. Questions and Answers by the Applicant and DPRC staff.

At the end of the Pre-Development meeting, DPRC staff will provide the applicant with a copy of the meeting minutes, sign-in sheet and contact information for DPRC staff.

**Staff Review and Approval Process:**

1. After the Pre-Development Meeting, the applicant shall submit one application, four sets of plans and a pdf of said application/plans to the Development Department – City Planner. If plans are complete (with regard to their respective components), the City Planner will notify the Applicant in writing that the review process is underway and distribute plans to Code, Fire, Engineering and Parkersburg Utility Board. If critical information is missing, the Planner will also notify the applicant.

2. DPRC staff will review the application (project) in accordance with the Development Plan Review Checklist and submit any initial comments to the Applicant within 30 days of receiving said application, plans, etc. in the Development Department. Review outcomes include the following:
  - a. **Review is not completed:** the application is incomplete and lacks substantial information required to review.
  - b. **Review of the site plan is still in process and substantial revisions are required:** All reviews shall be completed and revisions to the site plan accepted by City staff prior to application being approved for a Building Permit.
  - c. **Review is completed with conditions:** All reviews have been completed and either minor revisions or no revisions are required. If no additional oversight is necessary by one of the following boards, the application will be approved and a Building Permit issued:
    - i. Board of Zoning Appeals
    - ii. Municipal Planning Commission
    - iii. Downtown Design and Façade Committee
    - iv. Architectural Review Boards (Julia-Ann Square and PHS/Washington Avenue)

Note, the meeting schedule and timelines for consideration vary based on the type of application. Example; if the project requires a petition to rezone property, it requires a 15-day public comment period before going to the Municipal Planning Commission. If a major subdivision is required, this requires a 30-day public comment period. In either instance, both applications have to also be approved by Parkersburg City Council.

3. If another meeting with DPRC staff is necessary, the City Planner will schedule a meeting with the Applicant. If further review/approval is needed, a meeting will be scheduled with the appropriate agency list above. Note, a meeting with the aforementioned agencies will not be scheduled until the application/plan is filed and found to be complete by Development Plan Review Committee staff.



# City of Parkersburg

## Plan Review Checklist

Applicant Name:

Phone Number:

All Fields must be checked before approval is granted and a permit is issued for a project.

### CODE DEPARTMENTAL REVIEW

REVIEWED  
AND  
APPROVED

DATE

Completed Zoning and/or Engineering Application

\_\_\_\_\_

\_\_\_\_\_

### FOUR SETS OF SITE PLANS SUBMITTED AND DRAWN TO ENGINEERING SCALE

*Note: Plans may need to be stamped by a licensed Architect and/or Engineer.*

Footing and Foundation Plan

\_\_\_\_\_

\_\_\_\_\_

Structure Foot Print must Match Site Plan

\_\_\_\_\_

\_\_\_\_\_

Framing Plans

\_\_\_\_\_

\_\_\_\_\_

Floor Plans (must include key structural, and means of egress, elements)

\_\_\_\_\_

\_\_\_\_\_

Electrical Plans

\_\_\_\_\_

\_\_\_\_\_

Plumbing Plans

\_\_\_\_\_

\_\_\_\_\_

HVAC Plans

\_\_\_\_\_

\_\_\_\_\_

Window and Door Schedule

\_\_\_\_\_

\_\_\_\_\_

Property Lines and Dimensions of Subject Property Shown and Properly Labeled  
(including all property lines and total land area in square feet).

\_\_\_\_\_

\_\_\_\_\_

*Note, a Survey from a Licensed Land Surveyor may be Required*

\_\_\_\_\_

\_\_\_\_\_

Signage Plans

\_\_\_\_\_

\_\_\_\_\_

Abutting Streets Identified (if applicable)

\_\_\_\_\_

\_\_\_\_\_

**Reviewer Comments/Notes:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CODE DEPARTMENTAL REVIEW**

**REVIEWED  
AND  
APPROVED**

**DATE**

Setbacks from all Property Lines Shown for all Existing and Proposed Structures  
(including additions and accessory structures)

\_\_\_\_\_

\_\_\_\_\_

Location of all Utilities Shown (water, sewer, gas, electric, etc.)

\_\_\_\_\_

\_\_\_\_\_

Location of Drive Way

\_\_\_\_\_

\_\_\_\_\_

**Reviewer Comments/Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Code Official:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Code Director:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# City of Parkersburg

## Plan Review Checklist

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

Phone Number: \_\_\_\_\_

All Fields must be checked before approval is granted and a permit is issued for a project.

### ENGINEERING DEPARTMENTAL REVIEW

REVIEWED  
AND  
APPROVED

DATE

Size / Area of Lot Shown

\_\_\_\_\_

\_\_\_\_\_

Stormwater Management Plan (during construction)

\_\_\_\_\_

\_\_\_\_\_

Impervious Areas

\_\_\_\_\_

\_\_\_\_\_

Reduction in Impervious Areas

\_\_\_\_\_

\_\_\_\_\_

Site Plan shows all Drainage Structures and Proposed Retention Structures and/or Best Management Practices

\_\_\_\_\_

\_\_\_\_\_

Stormwater Calculations to Support Above Requirements

\_\_\_\_\_

\_\_\_\_\_

\*See Section 1759 of Parkersburg Municipal Code for more detail

City Engineer: \_\_\_\_\_

Date:

\_\_\_\_\_



**FIRE DEPARTMENTAL REVIEW**

**REVIEWD  
AND  
APPROVED**

**DATE**

Location of hydrants

\_\_\_\_\_

\_\_\_\_\_

Water Supply

\_\_\_\_\_

\_\_\_\_\_

Location of Fire Dept connections ex: Sprinkler, Standpipe and other FD systems

\_\_\_\_\_

\_\_\_\_\_

Knox Box

\_\_\_\_\_

\_\_\_\_\_

Occupant Load

\_\_\_\_\_

\_\_\_\_\_

Assembly (Minimum construction requirements)

\_\_\_\_\_

\_\_\_\_\_

**Chief Fire Inspector:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# City of Parkersburg

## Plan Review Checklist

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

Phone Number: \_\_\_\_\_

City of Parkersburg All Fields must be checked before approval is granted and a permit is issue for a project.

DEPARTMENTAL REVIEW	CHECKED AND COMPLETED	DATE
<b>Parkersburg Utility Board (PUB):</b>		
Provide potable water demand calculations	_____	_____
Provide fire flow demand calculations, when required	_____	_____
Provide sanitary sewer flow calculations	_____	_____
Provide details for potable water backflow prevention, when required	_____	_____
Provide details for fire protection backflow prevention, when required	_____	_____
Provide details of sanitary sewer backwater prevention, when required	_____	_____
Grease traps, when required	_____	_____
Oil/water separator, when required	_____	_____
Sediment traps, when required	_____	_____
Provide proposed potable water, fire protection and sanitary sewer connection points	_____	_____
Provide proposed water and sanitary sewer customer service line plans and profiles, including all necessary appurtenances	_____	_____
Provide proposed off-site utility extensions to the point of availability, full plans and profiles	_____	_____
<b>Parkersburg Utility Board, Supervisor:</b> _____	Date: _____	_____