



# BERKELEY COUNTY PLANNING COMMISSION

400 West Stephen Street - Suite 203, Martinsburg, WV 25401-3838

Telephone: 304/264-1963, Fax: 304/262-3127

Web Page: www.berkeleywv.org

## APPLICATION FOR MINOR PLAT REVIEW

**Family Transfers, Mergers/Additions, Plats of Easement, Resurvey**

**Testamentary Transfers, Court Partition Transfers, Boundary Line Adjustment, Plat of Correction**

Project: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ File #: \_\_\_\_\_

Developer/Applicant: \_\_\_\_\_ Engineer/Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

District, Map and Parcel #: \_\_\_\_\_

Location (include name and distance to major roads): \_\_\_\_\_

Type of Plat: \_\_\_\_\_ Acreage: \_\_\_\_\_ Water/Sewer Source: \_\_\_\_\_

**>>>PLEASE MAKE CHECK PAYABLE TO BERKELEY COUNTY PLANNING COMMISSION<<<**

**Base Fee: \$324.50**

**Total parcels, lots, tracts and residues: \_\_\_\_\_ x \$88.50 = \_\_\_\_\_**

**Total Family Transfer, Merger, Testimonial Fee: \_\_\_\_\_**

**Plat of Survey, Easement, Correction Boundary Line Adjustment: \$147.50**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Plan Submittal Package:**

Item	Included	Staff Verification
2 copies of plans for review		
Review Fee		
Checklist		
Draft Deed (for Family Transfer Plats)		
Outside Agency Permits / Approvals		

Upon receipt of completion letter please submit 4 copies of Minor Plan. **Mylar must accompany if 24"×36" used**