



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 PRELIMINARY/FINAL PLAT REVIEW (Residential Only)

(**MUST BE OVER 2 ACRES IN SIZE AND MUST HAVE FRONTAGE ON A WVDOH ROAD. DOES NOT REQUIRE ANY IMPROVEMENTS, SUCH AS STORM WATER MANAGEMENT TO QUALIFY**)

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 Development: _____ Acreage: _____

Number of Lots to be recorded: _____ Water/Sewer Source: _____

>>>PLEASE SUBMIT TWO SEPARATE CHECKS FOR THE FOLLOWING FEES<<<

Check 1 Payable to Berkeley County Planning Commission for the Planning Fees

Check 2 made payable to Berkeley County Council for the Engineering Fees

Check 1 Total: \$ 354.00

Check 2 Total: \$ 177.00

Signature: _____ **Date:** _____

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans		
2 copies Preliminary/Final Checklist and Engineering Checklist		
Review Fee (as 2 separate checks – see above)		
2 copies Outside Agency Permits / Approvals		
2 copies Owner/Applicant information sheet		

***Upon approval please submit five (5) copies (complete with owner signature and notary)**

Fees Effective June 1, 2017