



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 SKETCH PLAN REVIEW

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 Proposed New Lots: _____ Water/Sewer Source: _____

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

Check 1 Payable to Berkeley County Planning Commission for Planning Fees

Check 2 Payable to Berkeley County Council for Engineering Fees

RESIDENTIAL: (1-49 Lots)

Base: \$354.00

Public Hearing: \$129.80

Public Hearing Sign Inspection: \$88.50

Check 1 Total: \$570.30

Check 2 Total: \$177.00

RESIDENTIAL: (50 and above Lots)

Base: \$708.00

Public Hearing: \$129.80

Public Hearing Sign Inspection: \$88.50

Check 1 Total: \$926.30

Check 2 Total: \$354.00

COMMERCIAL:

Base: \$354.00
Public Hearing: \$129.80
Public Hearing Sign Inspection: \$88.50
Check 1 Total: \$570.30
Check 2 Total: \$177.00

Signature: _____ Date: _____

***Once Sketch Plan is approved please submit Preliminary Plan application for review**

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans		
2 copies each Sketch Plat Checklist and Engineering Checklist		
Review Fee		
2 copies Appendix C – Environmental Impact Checklist		
2 copies School Impact Form (for residential developments proposing more than 15 lots)		
2 copies Written Request-Storm Water Management/Sketch Concept meeting		
2 copies Owner/Applicant information Sheet		