



# 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 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 Lots Proposed at Sketch: \_\_\_\_\_ Water/Sewer Source: \_\_\_\_\_

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

**Check 1 made payable to *Berkeley County Planning Commission* for Planning Fees**

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

**Residential Subdivision with 49 or Less Lots**

Base: \$708.00

Per Lot Planning Review: # of lots \_\_\_\_\_ x \$236.00 = \_\_\_\_\_

**Check 1 Total:** \_\_\_\_\_

Per Lot Engineering Review: # of lots \_\_\_\_\_ x \$236.00 = \_\_\_\_\_

**Check 2 Total:** \_\_\_\_\_

**Residential Subdivision with 50 or More Lots**

Base: \$1,298.00

Per Lot Planning Review: # of lots \_\_\_\_\_ x \$236.00 = \_\_\_\_\_

**Check 1 Total:** \_\_\_\_\_

Per Lot Engineering Review: # of lots \_\_\_\_\_ x \$236.00 = \_\_\_\_\_

**Check 2 Total:** \_\_\_\_\_

**Commercial Lot (Residential or Non-Residential)**

Base: \$590.00

Per Acre Planning Review: # of acres \_\_\_\_\_ x \$177.00 = \_\_\_\_\_

Per Unit Planning Review: # of units \_\_\_\_\_ x \$100.00 = \_\_\_\_\_

**Check 1 Total:** \_\_\_\_\_

Per Acre Engineering Review: # of acres \_\_\_\_\_ x \$177.00 = \_\_\_\_\_

Per Unit Planning Review: # of units \_\_\_\_\_ x \$100.00 = \_\_\_\_\_

**Check 2 Total:** \_\_\_\_\_

***The fees established for Preliminary Plan Review include the first three reviews, after which a review fee of \$590 for Planning and \$590 for Engineering will be assessed for each review.***

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

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

**\*Once Preliminary Plan is approved please submit Final Plat application for review.**

**Plan Submittal Package:**

Item	Included	Staff Verification
2 Copies: Plans		
1 Electronic Copy: Plans and large supplemental documents on CD or via email		
2 copies: Planning Checklist		
2 copies: Engineering Checklist		
Review Fees – as 2 separate checks (see above)		
2 copies: Storm water Management Report		
2 copies: Outside Agency Permits / Approvals		
2 copies: Owner/Applicant information Sheet		