



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 PLAN CHANGE 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: _____ Water/Sewer Source: _____

Plan Change Requested: _____

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

ADMINISTRATIVE PLAN CHANGE TOTAL: \$708.00

Fee Major Plan Change: \$708.00

Public Hearing Fee: \$129.80

Sign Inspection Fee: \$ 88.50

MAJOR PLAN CHANGE TOTAL: \$926.30

Signature: _____ Date: _____

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans plus electronic submittal or CD		
2 copies each 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		