



## **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](http://www.berkeleywv.org)

### **APPLICATION FOR FINAL PLAT or REPLAT 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 to Be Recorded: \_\_\_\_\_ 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 Final Plat: (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 Final Plat: (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 Final Plat:**

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

**RESIDENTIAL Re-Plat: (1-49 Lots)**

Check 1 Total: \$354.00  
Check 2 Total: \$177.00

**RESIDENTIAL Re-Plat: (50 and above Lots)**

Check 1 Total: \$708.00  
Check 2 Total: \$354.00

**COMMERCIAL Re-Plat:**

Check 1 Total: \$354.00  
Check 2 Total: \$177.00

**Plan Submittal Package:**

Item	Included	Staff Verification
2 Copies of Plat for review		
2 copies each: Final Plat Checklist and Engineering Checklist		
Review Fee – as 2 separate checks (see above)		
2 copies: Bond Estimate		
2 copies: Owner/Applicant information Sheet		

**\*Once Final Plat is approved please submit four (4) copies plus MYLAR for signature**

**\*SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_