



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 SUBMITTAL OF AS-BUILTS

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 Recorded: _____ Water/Sewer Source: _____

>>>PLEASE MAKE CHECK PAYABLE TO BERKELEY COUNTY COUNCIL<<<

Engineering Review Fee = \$300.00

*****If a bond release or a bond reduction is being requested*****

**A REQUEST FOR BOND REDUCTION/RELEASE APPLICATION IS REQUIRED TO BE SUBMITTED
IN ADDITION TO THIS APPLICATION**

Signature: _____ Date: _____

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans		
As-Built Checklist		
Bond Reduction/Release Application (as applicable) Separate form attached		
Engineering Review Fee		