



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

REQUEST FOR BOND REDUCTION OR RELEASE

Project: _____ Section/Phase: _____ File #: _____

Developer/Applicant: _____ Engineer/Surveyor: _____

Address: _____ Address: _____

Email: _____ Email: _____

Telephone: _____ Telephone: _____

District, Map and Parcel #: _____

Request: Bond Reduction or Bond Release? : _____

Current Bond Amount: \$ _____ Expiration Date: _____

Items to be reduced or released: _____

Type of Development: _____ Acreage: _____

Number of Lots: _____ Water/Sewer Approval Letters: _____

*Fee **after** 1st three (3) reductions: \$295.00 (Engineering Fee) + \$118.00 (Planning Fee)*

Signature: _____ Date: _____

*****If the request is for release of water and/or sewer lines,
approval from the respective districts must be attached. *****

Plan Submittal Package:

| Item | Included | Staff Verification |
|--|----------|--------------------|
| 2 copies: As-Built submittal plus electronic submittal or CD | | |
| Water sewer letters | | |
| Review Fee Upon 4th reduction- 2 separate checks (Plan Comm; Co Council) | | |