



# 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 SKETCH 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 Proposed New Lots: \_\_\_\_\_ Water/Sewer Source: \_\_\_\_\_

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

Check 1 Payable to Berkeley County Planning Commission for Planning Fees

Check 2 Payable to Berkeley County Council for Engineering Fees

**RESIDENTIAL: (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: (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:

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

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

\*Once Sketch Plan is approved please submit Preliminary Plan application for review

**Plan Submittal Package:**

Item	Included	Staff Verification
2 Copies of Plans		
2 copies Sketch Plan Checklist		
Review Fees – (as 2 separate checks – see above)		
2 copies Appendix C – Environmental Impact Checklist		
2 copies School Impact Form (for residential developments proposing more than 15 lots)		
2 copies Written Request-Storm Water Management/Sketch Concept meeting		
2 copies Owner/Applicant information Sheet		