



# 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 MINOR PLAT REVIEW

**Family Transfers, Mergers/Additions, Re-Survey, Plats of Easement,  
Right-of-Way, Testamentary Transfers, Boundary Line Adjustment, Plat of Correction**

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 Plat: \_\_\_\_\_ Acreage: \_\_\_\_\_ Water/Sewer Source: \_\_\_\_\_

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

Base Fee: \$324.50

Total parcels, lots, tracts and residues: \_\_\_\_\_ x \$88.50 = \_\_\_\_\_

Total Merger, Family Transfer, Testamentary Fee: \_\_\_\_\_

Plat of Right-of-Way, Boundary Line Adjustment, Re-Survey, Easement, Correction: \$147.50

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

### Plan Submittal Package:

Item	Included	Staff Verification
2 copies of plans for review		
Review Fee		
Checklist		
Draft Deed (for Family Transfer Plats)		
Outside Agency Permits / Approvals		

Upon receipt of completion letter please submit 4 copies of Minor Plan. Mylar must accompany if 24"×36" used