



Berkeley County Commission

Affordable Housing Impact Fee Discount Application

Purpose:

Pursuant to W. Va. Code §7-20-7a and the Berkeley County Impact Fee Ordinance, affordable housing developments may be eligible for a reduction of impact fees. This application must be submitted in full PRIOR to applying for a Building Permit if requesting an Affordable Housing Discount. The information provided must match that on the Building Permit application. The applicant MUST be the property owner and provide an original signature. After completion, the required building plans and application must be submitted to the Berkeley County Assessor's Office for valuation.

Applicant Information

1. First Name: _____ M.I.: ____ Last Name: _____

2. Contact Address: _____

City: _____ State: ____ ZIP: _____

Daytime Phone: _____

Building Permit Information

3. Building Permit Application Date (mm-dd-yyyy): _____

Property Owner Information

4. First Name: _____ M.I.: ____ Last Name: _____

5. Subdivision (if applicable): _____

6. Lot Number (if applicable): _____

7. Tax District: _____ Map: _____ Parcel: _____

Deed Book: _____ Page: _____

Builder/Contractor Information

8. Builder/Contractor Name: _____

Contractor License #: _____

Description of Proposed Residential Development

9. Type of Residential Development (check one):

☐ Single Family ☐ Multi-Family ☐ Mobile Home

10. If Mobile Home, year built: _____

11. Story Height: ☐ 1.0 ☐ 1.5 ☐ 2.0 ☐ 2.5 ☐ 3.0

12. Type of Construction: ☐ Frame ☐ Aluminum/Vinyl ☐ Hardiplank ☐ Concrete Block ☐ Stucco ☐ Brick ☐ Stone ☐ Masonry & Frame

13. Living Accommodations (total numbers):

Rooms: ____ Bedrooms: ____ Family Rooms: ____

Full Baths: ____ Half Baths: ____ Hot Water Heater: ____

Kitchen Sink: ____ Utility Sink: ____

14. Basement: ☐ None ☐ Crawl ☐ Part ☐ Full

15. Heating/Air Conditioning: ☐ None ☐ Non-Central ☐ Central Heat ☐ Central A/C

16. Attic (stairs only, pull-down does not apply): ☐ None ☐ Unfinished ☐ Partially Finished
☐ Fully Finished

17. Other Features (check all that apply): ☐ Rec Room ☐ Finished Basement ☐ Fireplace ☐
Garage (# Cars: ____) ☐ Basement Garage ☐ Miscellaneous/Other: _____

18. Condo Level: _____

19. Total Square Footage:

1st Story: ____ sq. ft. 2nd Story: ____ sq. ft.

Additional: Porches: ____ Decks: ____ Patios: ____ Garage: ____

Finished Basement: ____ sq. ft.

Other: _____

Additional Required Information

20. Required Attachments:

- Sales receipt (if manufactured home, new only)
- Building plans
- Plat (if available)
- Affordability plan/agreement
- Draft deed restriction/covenant

Certification

21. I hereby certify that the information provided is true and correct. I understand the conditions of the Berkeley County Impact Fee Procedures Ordinance. Any modifications to building plans that differ from those presented may result in additional impact fees, and will be due within 30 days of notice.

Signature of Property Owner/Applicant: _____ Date: _____

For County Use Only

22. Land and Structure Assessment:

Land: \$_____ Dwelling Unit: \$_____ TOTAL: \$_____

Assessor Signature: _____ Date: _____

23. Residential Impact Fee Amount per Dwelling Type: \$_____

Affordable Housing Discount Amount: \$_____ Impact Fees Due: \$_____

County Commission Signature: _____ Date: _____