



# BERKELEY COUNTY PLANNING COMMISSION

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Web Page: [www.berkeleywv.org](http://www.berkeleywv.org)

## FINAL PLAT CHECKLIST

*(2009 Berkeley County Subdivision Ordinance\*\*)*

**Project:** \_\_\_\_\_ **File #:** \_\_\_\_\_

**Developer:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Reviewed Date:** \_\_\_\_\_

### REQUIRED INFORMATION:

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
403.1	Plat shall be clearly labeled as "FINAL PLAT".	<input type="checkbox"/>	<input type="checkbox"/>	
403.1	Scale shall be one hundred feet (100') or less to the inch and size shall be twenty-four inches (24") by thirty-six inches (36"), including a one and one-half inch (1 1/2") left margin for binding.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.1	Vicinity Map of no less than six hundred feet (600') and no greater than one thousand feet (1000') to the inch indicating location of the property; map shall show all streets and property within one thousand feet (1000') of the applicant's property.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.2	Title block with Subdivision Name.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.3	Names and location of adjoining subdivisions, if any, and location and ownership of adjoining properties along with deed book and page number, tax map and parcel number.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.4	North arrow referencing true magnetic north.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.5	Name, address, and telephone of owner and applicant. Name, address, and telephone of developer, if different than owner.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.6	Name, address, telephone number and seal of WV registered Professional Engineer or Professional Surveyor that prepared the plat, along with certification that the plat represents a survey made by him and that all monuments shown hereon actually exist, and that their location, size and material are correctly shown.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.7	All plat boundary and proposed lot lines labeled with length of courses to hundredths of a foot and bearings to the nearest second. For all curves, provide a curve table showing: radius, delta, arc, tangent, chord, and chord bearing.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.8	Site data for subdivision including: tax map, parcel number, deed book and page reference. Include number of lots, gross density, acreage of stormwater management areas and access to them, and open space.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.9	Bearings and distances of established street boundaries and easements.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.10	Accurate location and type of material of all existing and proposed permanent reference monuments.	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
403.2.a.11	When the Final Plat is a Re-Plat of a subdivision of record, there shall be shown the following statement on the Final Plat with the applicable entries made thereon: "This is a re-plat of <u><i>name of subdivision</i></u> recorded on <u><i>date of recording</i></u> , in Plat Book #____, Page #____, owned by _____ at time of recordation. To be signed by Present Owner.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.12	Re-plat to show dotted or dashed lines to show features or locations to be abandoned and solid lines to show currently proposed features or locations.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.13	Exact layout for the land development: <ul style="list-style-type: none"> <li>i. Street and alley lines with names, bearings, lengths, and widths, including widths along the line of any obliquely intersecting street</li> <li>ii. All restrictive easements or rights-of-way, when provide for or owned by public utilities, with the limits of all easements</li> <li>iii. Coverage, density and parking calculations</li> <li>iv. Note referencing current deed(s) in chain of title including grantor(s), grantee(s), date and recording reference</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.14	Show floodplains as depicted on current FEMA FIRM map along with bearings and distances of floodplain easements. If not, reference note stating site does not fall within 100-year floodplain along with FIRM Map panel number and date.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.15	<ul style="list-style-type: none"> <li>• Individual water supply systems: location of well shall be at least 100 feet distant from any septic system and 10 feet from any property line.</li> <li>• Individual sewage disposal system: location of required septic reserve areas and location and extent of area for septic tank fields; approved by WV Department of Health.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.16	Lots shall be numbered in numerical order throughout the entire subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.17	Area of each lot to the nearest square foot.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.18	Show all building setback lines and any other setback lines (parking, etc.) or street lines established by public authority and those stipulated in any deed restrictions. See Tables 5-1 and 5-2	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.19	Accurate outlines and acreages of areas to be reserved or dedicated for common usage by the residents, or for general public use with the purposes indicated hereon.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.20	The following statement shall be included, as applicable: "The Soil Survey of Berkeley County, West Virginia indicates a seasonal high water table on lots _____ to be less than five (5) feet below the surface and therefore basement construction is not recommended for those lots.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.21	Provide and sign Owner's Certification block.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.22	Remediated and un-remediated sinkholes and setbacks to be shown.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.23	A certificate for roadway widening reservation as follows: "I hereby certify that areas shown hereon reserved for future roadway widening shall be conveyed to WV Department of Highways at the time of roadway widening without any compensation. This agreement shall be binding upon all my assignees or heirs.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.a.24	Each plat shall include pertinent information from the Berkeley County Soils Survey, including the "Soil Properties and Qualities" and (implications for) "Community Development" sections of the Survey for the soils types present on the subject development parcel.	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
403.2.a.25	Each plat shall include the following note: "This Final Plat substantially conforms to the Preliminary Plans previously approved by the Berkeley County Planning Commission on [date] and no changes have been made to those plans. All design, improvement, and construction methods and details should reference those Preliminary Plans.	<input type="checkbox"/>	<input type="checkbox"/>	
403.2.b	Two copies of the proposed Declaration of protective covenants and restrictions			

**SUPPLEMENTAL INFORMATION:**

Item	Yes	N/A	Planning
2 copies of the Project Bonding Estimate (one for Planning and one for Engineering)	<input type="checkbox"/>	<input type="checkbox"/>	
Completed and signed copy of the Developer's Agreement (Appendix B)	<input type="checkbox"/>	<input type="checkbox"/>	
Certificates to be included and signed: <ul style="list-style-type: none"> <li>• Owner's Certificate</li> <li>• Owner's Dedication</li> <li>• Surveyors Certificate</li> <li>• Notary Certificate</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Berkeley County Planning Commission Approval signature block or three (3) inch wide by two (2) inch tall space for approval stamp	<input type="checkbox"/>	<input type="checkbox"/>	

**Project Notes:** \_\_\_\_\_

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*\*\* The Berkeley County Subdivision Ordinance (2009) is the official governing regulation for all subdivision and land development in Berkeley County, WV. The above checklist is not meant to be an all-inclusive list of items to be included on plan submissions but is merely a guide to assist in plan preparation and review. All plans must be in compliance with all provisions of the Berkeley County Subdivision Ordinance (2009) prior to approval.*