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

PRELIMINARY / FINAL PLAN 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**	
305.2.c	**Outside Agency Approvals & Permits:** • Berkeley County Public Service Water District (BCPSWD) • Berkeley County Public Service Sewer District (BCPSSD) • West Virginia Bureau of Health (Water) • West Virginia Bureau of Health (Sewer) • West Virginia Department of Highways Approval • Berkeley County Health Department • US Army Corps of Engineers	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐	
402.1 **403.1**	**General Information:** • Plat scale of one-hundred (100) feet or less = one (1) inch • Sheet size of 24" x 36" with 1 ½ " binding • Index sheet shall be included for plans with multiple sheets • Plan clearly labeled as "PRELIMINARY / FINAL PLAN"	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
402.2.a.1 **403.2.a.1**	**Vicinity Map:** • Scale of 600 feet or less = 1 inch • Site location • Show public roads, landmarks, and geographic features within one thousand (1000) feet of development site	☐ ☐ ☐	☐ ☐ ☐	
402.2.a.2 **403.2.a.3**	**Adjoiner Information:** • Owner name, current land use, deed reference and tax map number • Adjacent subdivisions, current or proposed, along with Berkeley County Planning Commission File Number	☐ ☐	☐ ☐	
402.2.a.3 **403.2.a.2**	Proposed name of the land development / project placed in Title Block	☐	☐	
402.2.a.4 **403.2.a.5** **403.2.a.21**	Name and address of owner and applicant; name, address and telephone of subdivider/developer if different than owner; Owner's certification block	☐	☐	
402.2.a.5	If applicant is different than owner, letter from owner authorizing Applicant to act as agent with full authority	☐	☐	

Section	Item	Yes	N/A	Planning

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402.2.a.6 **403.2.a.6**	Name, address, and signed Seal of the Registered Engineer	☐	☐	
402.2.a.7 **403.2.a.4**	North Arrow (with basis of north), Scale, and Date	☐	☐	
402.2.a.8 **403.2.a.8**	Title Block, location of tract by tax district, map and parcel number; deed book and page number	☐	☐	
402.2.a.9 **403.2.a.6**	Surveyors Certificate certifying exterior property lines and all monuments set / found	☐	☐	
402.2.a.10 **403.2.a.8** **403.2.a.13**	**Computational Breakdown:** • Total area (acreage) • Open space • Conservation Easements • Stormwater management areas • Residue • Lot area(s) • Gross density per acre • Rights-of-way	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	
402.2.a.12 **403.2.a.11**	**Re-Plat Statement:** "This is a re-plat of ___(subdivision name)___ recorded on __(date)__, in Plat Book ___, Page Number ___, Owned by __(owner)__ at time of recording."	☐	☐	
402.2.a.13 **403.2.a.12**	In case of re-plat, dotted or dashed lines shall show features or locations to be abandoned with solid lines showing proposed features or locations.	☐	☐	
402.2.a.14	Date of plat preparation and dates of any revisions	☐	☐	
402.2.b.1 **403.2.a.7** **403.2.a.13**	**Site Data:** • Subdivision boundaries distances including area to be subdivided/developed and remainder tract • Lot lines to be labeled with length of courses to hundredths of a foot and bearings to the nearest second • Curve data shall show radius, delta, arc, tangent, chord and chord bearing • Existing restrictive easements and rights-of-way and use • Parks, conservation easements, public open spaces	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
402.2.b.2	**Existing Features – Man-made:** • Built structures • Power transmission towers or power lines • Historic areas or features • Sewers, water mains, utility lines, fire hydrants, culverts • Cemeteries	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐	
402.2.b.2 **403.2.a.22**	**Existing Features – Natural:** • Forested areas and tree groves • Wetlands, water features, and swamps • Outstanding topographic features • Sinkholes or depressions (remediated and un-remediated)	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	
402.2.b.2	**Note:** Property rights-of-way and lot lines should be ghosted in the background.	☐	☐	
402.2.b.3	**Existing Topography:** • Two (2) foot contour intervals • If existing grades are 25% or greater, ten (10) foot contours • Off-site improvements shall show two (2) foot contours	☐ ☐ ☐	☐ ☐ ☐	
402.2.b.4 **403.2.a.13**	Location, widths, and names of all existing streets or alleys within 100 feet of project site, including State Route number if applicable	☐	☐	

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402.2.b.5 **403.2.a.14**	Property located within the 100 year floodplain, in whole or in part: delineate floodplain and include plan note stating the above along with	☐	☐	

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	the FEMA Floodplain Map and Panel Number and Date			
402.2.c.1 403.2.a.16 403.2.a.17	Layout of all proposed and existing lots, with approximate dimensions and area in square feet for each lot; proposed uses of property; lots shall be numbered in numerical order throughout the entire subdivision	☐	☐	
402.2.c.2 403.2.a.18	**Residential Setback Requirements (Table 5-1)** |	**Highway Classification**		
Minimum Setbacks	Arterial*	Collector*	Local/Other*
Front	50'	50'	10'
Side	10' min.	10' min	10' min.
Rear	20'	20'	20'		☐	☐	
	Non-Residential Setback Requirements (Table 5-2) |	**Highway Classification**		
Minimum Setbacks	Arterial*	Collector*	Local/Other*
Front	75'	50'	5'
Side	15'	15'	5'
Rear	25'	25'	5'	 * Please see Appendix A for road classification definitions	☐	☐	
402.2.c.3	Location of proposed buildings, first floor elevation and building envelope	☐	☐	
402.2.c.4 403.2.a.13	• Impervious Coverage • Density • Parking Calculations	☐ ☐ ☐	☐ ☐ ☐	
402.2.c.5	Existing and proposed driveway locations	☐	☐	
402.2.c.7	Any access points onto a public highway must have DOH approval	☐	☐	
402.2.c.8 403.2.a.19	• Location, dimensions and area of property for public use or to be conveyed to an owner's association • Location, dimensions and area of proposed conservation, open space, or restrictive easements	☐ ☐	☐ ☐	
402.2.c.16 403.2.a.15	**Individual Sewer Systems:** Supply approval documentation from: • Berkeley County Health Department, State Health Department, or WV DEP • Location of drainfield shown	☐ ☐	☐ ☐	
402.2.c.17 403.2.a.15	**Individual Water Supply Systems:** • Wells located 100' from any septic system (show radius) • Wells located ten (10) feet from any property line	☐ ☐	☐ ☐	
402.2.c.18	Location of existing gas lines, fire hydrants, electric and telephone poles, street lights, and future locations or easements	☐	☐	
402.2.c.20	Proposed rights-of-way or easements shall not cross any conservation easement unless written permission granted by Berkeley County Farmland Preservation Protection Board or other administering agency	☐	☐	
402.2.c.22 403.2.a.10	Locations of existing monuments and proposed monuments	☐	☐	
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."	☐	☐	
502.2	**Highway Reserve Area:** • Reserve area shall be 25 feet from center line of existing road; all setbacks shall be measured from the edge of dedication • Roadway widening reservation certificate – signed by owner	☐ ☐	☐ ☐	

Section	Item	Yes	N/A	Planning
	Berkeley County Planning Commission Approval signature block or three (3) inch wide by two (2) inch tall space for approval stamp	☐	☐	

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.*