



BERKELEY COUNTY PLANNING COMMISSION

400 West Stephen Street - Suite 203, Martinsburg, WV 25401-3838

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Web Page: www.berkeleywv.org

MINOR PLAN CHECKLIST

*(2009 Berkeley County Subdivision Ordinance**)*

Project: _____ **File #:** _____

Developer: _____ **Engineer:** _____

Date Submitted: _____

Reviewed By: _____ **Reviewed Date:** _____

Please Check All Applicable:

- | | |
|--|---|
| <input type="checkbox"/> Merger/Addition Plat | <input type="checkbox"/> Boundary Line Adjustment |
| <input type="checkbox"/> Family Transfer | <input type="checkbox"/> Plat of Easement |
| <input type="checkbox"/> Testamentary Transfer | <input type="checkbox"/> Court Partition Transfer |

All minor plans shall include the following:

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
404.2.A.1	Plat Title (ie Merger Plat, Family Transfer, Boundary Line Adjustment)	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.2	Owner name, tax district, map and parcel number, deed book and page	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.3	Name, address, license number, seal and signature of surveyor	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.4	Vicinity map showing project location and minimum of 1000' feet adjacent to the property	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.5	Map scale, plat date and north arrow with source and date	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.6	Boundary and proposed lot lines labeled with length of courses to hundredths of a foot and bearings to nearest second; curve data shall show radius, arc length, chord and chord bearing in a table or at the curve	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.7	Description of all property corners, referencing monument type and whether found or set	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.8	Lot number and areas of lots to nearest square foot (or acres to four decimal places) for each lot/parcel	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.9	Locations of proposed well and septic reserve areas (wells shall be 100' feet from septic reserve areas and 10' from property lines)	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.10	All street boundaries and existing right-of-ways with widths	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.11	All proposed right-of-ways shall be at least 50' in width from a recorded, existing right-of-way (except for Family Transfers: see Section 302.2). Panhandle lots may be a minimum of 25' in width and a maximum of 400' in length	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.12	Adjacent properties including current owner, tax map and parcel number, and deed book and page reference	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.13	A statement on the plan as to whether or not the lot/parcel lies within the 100-year floodplain including the FEMA FIRM Map Panel number, date, and base flood elevation, if known. Floodplain may be shown by graphical methods and shall be properly cited.	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
404.2.A.14	Minor Plats creating building lots shall provide the following, as applicable: 1. WV Department of Highways Entrance Permit 2. Berkeley County Health Department (wells and septic) 3. Berkeley County Public Service District (water and sewer)	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.A.15	Plats creating common access easements must include the following statement: <i>“Lot owners benefiting from the access afforded by the private right-of-way created with this plat are responsible for the maintenance of said private right-of-way.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.1	Family Transfer Plats shall include the following note: <i>“The intent of the owner is to transfer the land only to a member of the immediate family. A lot which is created via a Family Transfer Exception may not be re-conveyed to a non-family member for a period of five (5) years from the date of recording of the plat of record without a variance from the Planning Commission. Any further subdivision activity will comply with all applicable Berkeley County Regulations.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.2	Family Transfer Plats shall also include a draft deed with the above statement included in the deed.	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.3	Plat shall show all setbacks as prescribed in Section 503.	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.4	Family Transfer and Testamentary Transfer plats shall include the following note: <i>“Any earth disturbance of over 5,000 square feet shall require stormwater management.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.5	The following statement shall be included, as applicable: <i>“The Soil Survey of Berkeley County, West Virginia indicates that soils on this site may have a seasonal high water table. Therefore, prior to any construction, it is recommended that the builder and/or contractor verify if basement construction is allowed or recommended on the site.”</i>	<input type="checkbox"/>	<input type="checkbox"/>	
404.2.B.6	All soils on the site shall be labeled and a soil boundary shall be provided.	<input type="checkbox"/>	<input type="checkbox"/>	
	Additional Item			
	Berkeley County Planning Commission Approval signature block or three (3) inch wide by two (2) inch tall space for approval stamp along with the File Number.	<input type="checkbox"/>	<input type="checkbox"/>	

Project Notes: _____

*** 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.*