



**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

**APPLICATION FOR MINOR LAND DEVELOPMENT PLAN REVIEW**  
**Family Transfers, Boundary Line Adjustments, Mergers/Additions, Plats of Easement,**  
**Testamentary Transfers, Court Partition Transfers**

Project: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ File #: \_\_\_\_\_

Developer/Applicant: \_\_\_\_\_ Engineer: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

District, Map and Parcel #: \_\_\_\_\_

Location: (include name and distance to major roads) \_\_\_\_\_

\_\_\_\_\_

Type of Transfer: \_\_\_\_\_

Acreage: \_\_\_\_\_

Water/Sewer Source: \_\_\_\_\_

Fee: \$275.00 Base Fee + \$75.00 Per Parcel (Parcel includes lots, tracts and residues)

Plat of Easement - \$125.00

Boundary Line Adjustment- \$125.00

Re-issuance of Plat - \$125.00

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

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

**Plan Submittal Package:**

Item	Included	Staff Verification
4 copies of plans (mylar needed if 24" x 36" used)		
Review Fee		
Checklist		
Draft Deed (for Family Transfer Plats)		
Outside Agency Permits / Approvals		