



BERKELEY COUNTY PLANNING COMMISSION

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

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PLAN CHANGE CHECKLIST

*(2009 Berkeley County Subdivision Ordinance**)*

Project: _____ File #: _____

Developer: _____ Engineer: _____

Date Submitted: _____

Reviewed By: _____ Reviewed Date: _____

PLAN CHANGE INFORMATION:

Per Section 305.3.e of the 2009 Subdivision Ordinance

Major Plan Change:

A Major Plan Change is a proposed change to a Preliminary Plan that has been recommended for advancement to Final Plat and must be submitted for a public hearing before the Planning Commission. A Major Plan Change is required under the following circumstances:

- A change in the number of lots (increase or decrease)
- A change in lot sizes
- A change in roads
- A change in storm water management areas
- A change in open space areas or percentages
- A change in parking lot areas / lots
- Any increase in impervious area

Administrative Plan Change:

An Administrative Plan Change is a proposed change to a Preliminary Plan that has been recommended for advancement to Final Plat but does not require a public hearing and may be approved at the Staff level. An Administrative Plan Change is required under the following circumstances:

- Boundary line or lot line adjustments
- Road name changes
- Decreases in impervious area

Once approved, the submitted Plan Change will become the new, approved Preliminary Plan.

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
	Plan clearly labeled as a "PLAN CHANGE"	<input type="checkbox"/>	<input type="checkbox"/>	
	Provide a plan note indicating the project is a Plan Change, when the original Preliminary Plan was approved and what changes are proposed to the original Preliminary Plan	<input type="checkbox"/>	<input type="checkbox"/>	
	Please provide calculation tables comparing what was approved originally and what is being proposed (impervious area, parking spaces, number of lots, etc)	<input type="checkbox"/>	<input type="checkbox"/>	
	All permits and outside agency approvals outlined in Section 305.2.c must be current and in effect	<input type="checkbox"/>	<input type="checkbox"/>	
	All sets of plan drawing sheets that would have been submitted with the originally approved Preliminary Plan should also be submitted along with the proposed Plan Change	<input type="checkbox"/>	<input type="checkbox"/>	
	Updated signatures and certificates shall be provided	<input type="checkbox"/>	<input type="checkbox"/>	

REQUIRED INFORMATION:

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
305.2.c	<u>Outside Agency Approvals & Permits:</u> <ul style="list-style-type: none"> • 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 • Central Dispatch Road Names • WV DEP Groundwater Protection Permit • WV NPDES Permit • Berkeley County Health Department • US Army Corps of Engineers 	<input type="checkbox"/>	<input type="checkbox"/>	
402.1	<u>General Information:</u> <ul style="list-style-type: none"> • 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 "PLAN CHANGE" 	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.1	<u>Vicinity Map:</u> <ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.2	<u>Adjoiner Information:</u> <ul style="list-style-type: none"> • Owner name, current land use, deed reference and tax map number • Adjacent subdivisions, current or proposed, along with Berkeley County Planning Commission File Number 	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.3	Proposed name of the land development / project	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.4	Name and address of Owner and Subdivider/Developer	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.5	If applicant is different than owner, letter from owner authorizing Applicant to act as agent with full authority	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
402.2.a.6	Name, address, and signed Seal of the Registered Engineer	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.7	North Arrow (with basis of north), Scale, and Date	<input type="checkbox"/>	<input type="checkbox"/>	

402.2.a.8	Title Block, location of tract by tax district, map and parcel number; deed book and page number	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.9	Surveyors Certificate certifying exterior property lines	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.10	Computational Breakdown: <ul style="list-style-type: none"> • Total area (acreage) • Open space • Conservation Easements • Stormwater management areas • Residue • Lot area(s) • Gross density per acre • Rights-of-way 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.a.11	If phasing is proposed, provide an overall site map of the entire development including future sections or phases	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.12	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.”	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.13	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.	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.14	Date of plat preparation and dates of any revisions	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.a.15	<ul style="list-style-type: none"> • Completed Engineering Preliminary Plat Checklist • Completed Planning Preliminary Plat Checklist 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
402.2.b.1	Site Data: <ul style="list-style-type: none"> • Subdivision boundaries w/distances including area to be subdivided/developed and remainder tract • Existing restrictive easements and rights-of-way and use • Parks, conservation easements, public open spaces 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.b.2	Existing Features – Man-made: <ul style="list-style-type: none"> • Built structures • Power transmission towers or power lines • Historic areas or features • Sewers, water mains, utility lines, fire hydrants, culverts • Cemeteries 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.b.2	Existing Features – Natural: <ul style="list-style-type: none"> • Forested areas and tree groves • Wetlands, water features, and swamps • Outstanding topographic features • Sinkholes or depressions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.b.2	Note: Property rights-of-way and lot lines should be ghosted in the background.	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.b.3	Existing Topography: <ul style="list-style-type: none"> • Two (2) foot contour intervals • Where existing grades are 25% or greater, - ten (10) foot contours • Off-site improvements shall show two (2) foot contours 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.b.4	Location, widths, and names of all existing streets or alleys within 100 feet of project site, including State Route number if applicable	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
402.2.b.5	Property located within the 100 year floodplain, in whole or in part: delineate floodplain and include plan note stating the above along with the FEMA Floodplain Map and Panel Number and Date	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.c.1	Layout of all proposed and existing lots, with approximate dimensions	<input type="checkbox"/>	<input type="checkbox"/>	

	and area in square feet for each lot; proposed uses of property					
402.2.c.2	Residential Setback Requirements (Table 5-1)			<input type="checkbox"/>	<input type="checkbox"/>	
	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)			<input type="checkbox"/>	<input type="checkbox"/>	
	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	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.4	<ul style="list-style-type: none"> • Impervious Coverage • Density • Parking Calculations 	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.5	Existing and proposed driveway locations	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.6	<ul style="list-style-type: none"> • Site dimensions with linear feet along public highways • Proposed location of streets and names, traffic regulatory signs and ADTs for each street 	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.7	<ul style="list-style-type: none"> • Location, width, and grade of all proposed streets and typical cross sections • Any access points onto a public highway must have DOH approval 	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.8	<ul style="list-style-type: none"> • 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 	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.9	Proposed public improvements or streets planned for construction on or near proposed land development	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.10	Proposed location of street trees, sidewalks and street lighting	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.11	Standard Berkeley County and review agency construction details	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.12	Proposed Drainage Systems: <ul style="list-style-type: none"> • Show disposition of surface drainage • Typical cross sections of stormwater ponds and ditches • Drainage easements through onsite and offsite lots • Road culvert profiles • Location, size and invert elevation of storm sewers 	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.13	Proposed plan for erosion and sediment control during and after construction phase	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.14	Connections to existing water supply (if applicable), showing location, size of main, pressure and flow available at connecting point	<input type="checkbox"/>	<input type="checkbox"/>			
402.2.c.15	Connections to existing sanitary sewer system (if applicable), showing location, size, and invert elevations at connecting point	<input type="checkbox"/>	<input type="checkbox"/>			

Section	Item	Yes	N/A	Planning
402.2.c.16	Individual Sewer Systems: Supply approval documentation from: <ul style="list-style-type: none"> • Berkeley County Health Department, State Health Department, or WV DEP • Commercial Sites shall require an Underground Injection Permit (UIC) from the WV DEP • Location of drainfield shown 	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

402.2.c.17	<u>Individual Water Supply Systems:</u> <ul style="list-style-type: none"> Wells located 100' from any septic system (show radius) Wells located ten (10) feet from any property line 	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.c.18	Location of existing gas lines, fire hydrants, electric and telephone poles, street lights, and future locations or easements	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.c.19	Future street systems and topography to be shown if only part of owner's property is covered by submitted Preliminary Plan	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.c.21	All grading shall be shown with existing and proposed contours and: <ul style="list-style-type: none"> No excavation shall be made with a face steeper than 3':1' No fill shall be made which creates any exposed surface steeper in slope greater than 1 ½':1' 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.2.c.22	Locations of existing monuments and proposed monuments	<input type="checkbox"/>	<input type="checkbox"/>	
402.2.c.23	<u>Traffic Study Required:</u> <ul style="list-style-type: none"> WV Department of Highways entrance permit required for all sites entering onto a WV DOH road Where the projected ADT is greater than 100 or for residential subdivisions with fifteen (15) or more lots, a traffic study may be required (no more than 18 months old) 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
402.2.c.24	Required traffic studies shall refer to WV DOT Traffic Engineering Directive 106-1-April 19, 2004, et. seq.	<input type="checkbox"/>	<input type="checkbox"/>	

SUPPLEMENTAL INFORMATION/DESIGN CRITERIA:

Section	Item	Yes	N/A	Planning
402.3	Hydrogeologic testing required for subdivisions of fifteen (15) lots or more, not served by public water or sewer	<input type="checkbox"/>	<input type="checkbox"/>	
402.5.2	<u>Identification of Sensitive Areas:</u> <ul style="list-style-type: none"> Streams, sinkholes and springs Floodplain boundaries Areas of severe slope (1 ½' horizontal to 1' vertical – 66.6%) Pedestrian trails – current or proposed Registered State or National historic sites Significant karst features Polluted/contaminated areas that pose health risk 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
402.5.3	If any of the above are present on the site, plans shall address additional requirements contained within Section 402.5.	<input type="checkbox"/>	<input type="checkbox"/>	
501.2.g	<u>On-Lot Sewage Disposal:</u> <ul style="list-style-type: none"> Septic areas shall be setback at least 100 feet from sinkholes Septic reserve areas shall be at least 10,000 square feet 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
501.2.h	<u>Special Feature Setbacks for Structures:</u> <ul style="list-style-type: none"> 100 foot from perimeter of any cemetery (existing or proposed) or historic structure listed on National Register of Historic Places 30 foot from cemeteries on adjoining property 50 feet from any railroad right-of-way 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
502.1	Residential developments proposing 100 lots or greater, initially or cumulatively (phased or not phased), shall provide at least two points of access onto a public road of WV DOH right-of-way (along with DOH approval)	<input type="checkbox"/>	<input type="checkbox"/>	
502.2	<u>Highway Reserve Area:</u> <ul style="list-style-type: none"> Reserve area shall be twenty-five (25) feet from the center line of existing road; all setbacks shall be measured from the edge of dedication 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

	<ul style="list-style-type: none"> In major subdivision with lots less than fifteen thousand (15,000) square feet, buffer area of at least fifteen (15) feet on back and side lots abutting a WV DOH road 			
503.A	Residential Setbacks shown on plan (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	
503.B	Non-Residential Setbacks shown on plan (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	
503.1.B	Blocks shall not exceed sixteen-hundred (1600) feet in length or be less than five hundred (500) feet in length	<input type="checkbox"/>	<input type="checkbox"/>	
504	Lots design criteria and minimum requirements	<input type="checkbox"/>	<input type="checkbox"/>	
505	Restrictive Easements	<input type="checkbox"/>	<input type="checkbox"/>	
702	Monuments and Markers	<input type="checkbox"/>	<input type="checkbox"/>	
703	Street Signs and Traffic Controls Devices	<input type="checkbox"/>	<input type="checkbox"/>	
705	<u>Sidewalks:</u> <ul style="list-style-type: none"> Provided for proposed development (If not, written exception request must be submitted to Planning Commission) Design standards met 	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
712	<u>Community Open Spaces and Recreational Amenities:</u> <ul style="list-style-type: none"> Required for single-family developments of fifteen (15) lots or more where average lot size is less than one-half of an acre No less than ten percent (10%) of total acreage contained in the development, but not less than five thousand (5,000) square feet 	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
801	Parking Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
801.1	Parking Design and Construction Standards	<input type="checkbox"/>	<input type="checkbox"/>	
802	Minimum Buffer and Screening Requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Article 9	Planned Unit Developments	<input type="checkbox"/>	<input type="checkbox"/>	
Article 10	Manufactured Home Community	<input type="checkbox"/>	<input type="checkbox"/>	
Article 11	Recreational Vehicle Park / Campground	<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.*