



**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 PRELIMINARY PLAN REVIEW**

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

Number of Lots: \_\_\_\_\_ Water/Sewer Source: \_\_\_\_\_

**>>>PLEASE SUBMIT TWO SEPARATE CHECKS FOR THE FOLLOWING FEES<<<**

**Check 1 made payable to "Berkeley County Planning Commission" for the Base Fee plus Planning Review**

**Check 2 made payable to "Berkeley County Council" for the Engineering Review**

**Residential Subdivision with 50 or More Lots**

Fees: \$1,100.00 Base

\$ 200.00 Per Lot-Planning Review # of lots \_\_\_\_\_ x \$200.00 = \_\_\_\_\_

TOTAL: \_\_\_\_\_

\$ 150.00 Per Lot- Engineering Review # of lots \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

**Residential Subdivision with 49 or Less Lots**

Fees: \$ 600.00 Base  
 \$ 200.00 Per Lot-Planning Review # of lots \_\_\_\_\_ x \$200.00 = \_\_\_\_\_  
 TOTAL: \_\_\_\_\_  
 \$ 200.00 Per Lot-Engineering Review # of lots \_\_\_\_\_ x \$200.00 = \_\_\_\_\_

**Non-Residential Land Developments**

Fees: \$500.00 Base Fee-Planning  
 \$150.00 Per Acre or a fraction thereof (acreage) \_\_\_\_\_ x \$150.00= \_\_\_\_\_  
 TOTAL: \_\_\_\_\_  
 \$500.00 Base Fee-Engineering  
 \$150.00 Per Acre or a fraction thereof (acreage) \_\_\_\_\_ x \$150.00= \_\_\_\_\_  
 TOTAL: \_\_\_\_\_

**The fees established for Preliminary Plan Review include the first three reviews, after which a review fee of \$1,000 (\$500 for Planning and \$500 for Engineering) will be assessed for each review.**

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

**Plan Submittal Package:**

Item	Included	Staff Verification
2 Copies of Plans		
Planning Checklist		
Engineering Checklist		
Review Fees – as 2 separate checks (see above)		
Stormwater Management Report		
Outside Agency Permits / Approvals		