



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/FINAL PLAN REVIEW (Residential Only)
 (**MUST BE OVER 2 ACRES IN SIZE AND MUST HAVE FRONTAGE ON A WVDOH ROAD. DOES NOT REQUIRE ANY IMPROVEMENTS, SUCH AS STORM WATER MANAGEMENT TO QUALIFY**)

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 Planning Review

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

Fees: \$ 300.00- Planning Review
 \$ 150.00- Engineering Review

Signature: _____ Date: _____

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans		
Checklist		
Review Fee (as 2 separate checks – see above)		
Outside Agency Permits / Approvals		