

Berkeley County Planning Commission
Preliminary / Final Plat Checklist

Project:
File #:
Date:

Developer:
Date Submitted:

Engineer:
Reviewed by:

Section	<u>Item</u>	<u>Complete</u>	<u>Notes</u>
	<ul style="list-style-type: none"> • Where lots are greater than 2 acres in size • frontage on a WVDOH road, and • no improvements are needed 		
305.2.c	<p style="text-align: center;"><u>Agency Approvals & Permits</u></p> <ul style="list-style-type: none"> • BCPSWD • BCPSDD • West Virginia Bureau of Health (Water) • West Virginia Bureau of Health (Sewer) • WVDOH Entrance Permit <i>**Applicant must show dated proof of filing application to the DOH, in the event an agreement/bonding requirement is needed for proposed improvements.** If no agreement/improvements are required, then the DOH permit/approval is required.</i> • Berkeley County Health Dept. • US Army Corps of Engineers 		
402.1	Sheet Size (24" X 36")		
402.1	Plat Scale <ul style="list-style-type: none"> • 100' or less = 1 inch 		
402.1	One (1) electronic media formatted copy shall be required. Please reference the Berkeley County Digital Data Submission Standards Policy.		
402.1	Plat Labeled: " PRELIMINARY FINAL PLAT "		
402.2.a.1.	Vicinity Map which is legible <ul style="list-style-type: none"> • Scale $\geq 600' = 1''$ • site location • public roads, land marks, and geographic information within 1,000' of development site property 		
402.2.a.2	<p><u>Adjoinder Information</u></p> <ul style="list-style-type: none"> • Owner name • Current land use • Deed reference • Tax map description • Adjacent residential subdivisions, current or proposed, with the Berkeley County Planning Commission File #. (if applicable) 		
402.2.a.3	Project Name (Title)		
402.2.a.4	Name and address of owner and subdivider /developer		
402.2.a.6	Name and address and signed seal of the Registered Engineer		
402.2.a.7-8	<p style="text-align: center;"><u>Project Reference</u></p> <ul style="list-style-type: none"> • District • Tax Map 		

	<ul style="list-style-type: none"> • Parcel Number • Deed Book and Page Number (if lot is shown to be part of a parcel, it should be labeled P/O) • Basis of North Arrow 		
402.2.a.9	Signed Surveyors Certificate		
402.2.a.10	<p style="text-align: center;"><u>Computational Breakdown</u></p> <ul style="list-style-type: none"> • conservation easements • residue, • lot area(s), • gross density per acre and • Impervious coverage, • Gross density 		
402.2.a.12	<p style="text-align: center;"><u>Re-Plat Statement</u></p> <p>“This is a re-plat of <u> (name of subdivision) </u> recorded on <u> (date of recording) </u>, in Plat Book <u> </u>, Page # <u> </u>, Owned by <u> (name of owner) </u> at time of recording.”</p>		
402.2.b.1	<p style="text-align: center;"><u>Subdivision boundaries and distances</u></p> <ul style="list-style-type: none"> • area proposed to be subdivided / developed • remainder of the tract in the same ownership; • existing restrictive easements rights-of-way, label use • any parks, conservation easements or other public open spaces. 		
402.2.b.2&4 see 402.5.3 402.2.b.2 402.5.3 402.2.b.3 402.5.3 402.5.7 402.5.3 402.5.5 402.5.3 402.5.6	<p style="text-align: center;"><u>Existing Features Sheet</u></p> <p><u>NOTE:</u> Proposed rights-of-way and lot lines should be ghosted in the background.</p> <p><u>Manmade</u></p> <ul style="list-style-type: none"> • built structures on the site, • power transmission towers & power lines, • Registered State or National historic areas or features • sewers, water mains , utility lines, fire hydrants • culverts • cemeteries • Location, widths, and names of all existing streets or alleys on or within 100’. • Driveways • existing gas lines, • electric and telephone poles • existing monuments • Location of pedestrian trails, on or adjacent to the subject site. <p><u>Natural Features</u></p> <ul style="list-style-type: none"> • forested areas, • wetlands (National Wetlands Inventory Maps)*** • Water features, (streams, springs, ponds, etc.)*** • tree groves, • swamps • sinkholes or depressions*** 		

402.5.6.1 402.5.3	<ul style="list-style-type: none"> • Areas of severe slope greater than 66.6%*** • Karst Features (Rock Outcroppings)*** • Pertinent Soils information (boundaries, info) <p><u>Existing topography</u></p> <ul style="list-style-type: none"> • 10' or 20' contour intervals 																						
402.2.b.5	If the property to be developed is located within the floodplain, in whole or in part, the extent of the 100 year flood plain within the property and adjoining properties. Additional applicable information as may be required by the County Floodplain Ordinance.																						
402.2.c.1	The layout of all proposed and existing lots, with dimensions and area in square feet for each lot with proposed monuments.																						
402.2.c.2	<p style="text-align: center;"><u>RESIDENTIAL Setback Requirements</u></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="3" style="text-align: center;">Highway Classifications</th> </tr> <tr> <th style="text-align: left;">Minimum Setbacks</th> <th style="text-align: center;">Arterial</th> <th style="text-align: center;">Collector</th> <th style="text-align: center;">Local/Other</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Front</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: left;">Side</td> <td style="text-align: center;">10' minimum</td> <td style="text-align: center;">10' minimum</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: left;">Rear</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">20'</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table>		Highway Classifications			Minimum Setbacks	Arterial	Collector	Local/Other	Front	20'	20'	NA	Side	10' minimum	10' minimum	NA	Rear	20'	20'	NA		
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402.2.c.3	<p style="text-align: center;"><u>Proposed Buildings</u></p> <ul style="list-style-type: none"> • Approximate Location of building envelope • Approximate first floor elevation • Approximate location of driveways <p>**For residential structures a composite footprint may be used. **</p>																						
402.2.c.16	<p style="text-align: center;"><u>Individual Sewer Systems</u></p> <p>**Approval documentation shall be submitted to the Planning Commission for all drain fields from all of the following applicable agencies.** :</p> <ul style="list-style-type: none"> • Berkeley County Health Department 																						
402.2.c.17	<p style="text-align: center;"><u>Individual Sewer Systems</u></p> <ul style="list-style-type: none"> • Wells being 100' from any septic system • 10' distant from any property line. • Setback 100' from known sinkholes or sinks 																						
	<p style="text-align: center;"><u>Panhandle</u></p> <ul style="list-style-type: none"> • Minimum 25' in width • maximum of four hundred feet 400' in length • When two "Panhandle" lots are situated side by side and have one proposed access location the access can be reduced to a single 25' wide common driveway within a shared access easement. 																						
505.e	A drainage easement or right-of-way of not less than 10' conforming substantially to the line of such watercourse or of such width as will be adequate to preserve the riparian zone.																						