



BERKELEY COUNTY PLANNING COMMISSION

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

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SKETCH PLAN CHECKLIST

*(2009 Berkeley County Subdivision Ordinance**)*

Project: _____ **File #:** _____

Developer: _____ **Engineer:** _____

Date Submitted: _____

Reviewed By: _____ **Reviewed Date:** _____

REQUIRED INFORMATION:

Section	Item	Surveyor/ Engineer		Planning
		Yes	N/A	
	Plan clearly labeled as "SKETCH PLAN"	<input type="checkbox"/>	<input type="checkbox"/>	
	Sheet Size: 24" x 36"	<input type="checkbox"/>	<input type="checkbox"/>	
	Plat scale of 100' or less = 1 inch (less than 3 acres = 1:20)	<input type="checkbox"/>	<input type="checkbox"/>	
	Name and address of Owner and Subdivider/Developer	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.8	Name, address, and signed seal of the Professional Engineer	<input type="checkbox"/>	<input type="checkbox"/>	
401.1	<u>General Information Narrative:</u> <ul style="list-style-type: none"> • Purpose of development and proposed use(s) • Soil types • Geological information • Community facilities and utilities • Parking calculations (required and proposed) • Road types • Total acreage of the site • Acreage to be developed as lots, open space, and streets • Historic use of the site 	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
401.2	<u>Location Map:</u> <ul style="list-style-type: none"> • Scale no less than six hundred feet (600') to one inch (1") • Site location • Public roads (with State route number and local name) • Public schools • Retail and commercial areas • County and State parks; public and private amenities • Local trails, landmarks, other geographic identifiers 	<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"/>	
401.3.1	Proposed layout of streets	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.2	<ul style="list-style-type: none"> • Total number of lots (numbered in sequential order) • Configuration of lots • Lot sizes (in square feet & acreage) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
401.3.3	Name, location and width of right-of-way of adjacent roads, including State Route number if applicable	<input type="checkbox"/>	<input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
401.3.4	Name and location of any adjacent subdivisions, whether approved or in progress, and the Berkeley County Planning Commission File # for each	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.5	<u>Project Reference:</u> <ul style="list-style-type: none"> • District, Tax Map and Parcel Number • Deed Book and Page Reference • Current land use for all adjacent properties • North arrow with basis of north 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
401.3.6	Location of proposed stormwater management facilities and type	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.7	Types of utilities proposed	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.9	<u>Topography:</u> <ul style="list-style-type: none"> • Contours at 10' intervals • Soil types, floodplain lines, wetlands, natural features 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
401.3.10	Location and description of any proposed recreational or open space uses	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.11	Existing sensitive areas which may impact the site's development	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.12	Existing built features and infrastructure and their proposed eventual disposition (ie. to be razed, maintained or converted to another use)	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.13	<u>Preliminary Calculations:</u> <ul style="list-style-type: none"> • Impervious coverage • Density • Area of non-residential use • Parking requirements 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
401.3.14	Proposed name of the land development – shall not duplicate or closely approximate the name of any other land development in the County	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.15	Developments that propose fifteen (15) or more dwelling units shall complete a "Planning Commission School Impact Form"	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.16	Average Daily Traffic (ADT) estimates at each proposed point of access	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.17	Prospective street layout providing access to the remainder of the property when the land development covers only part of the site	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.18	Statement on the plan whether the property lies within the one-hundred (100) year floodplain, including the FIRM Map panel, number and date	<input type="checkbox"/>	<input type="checkbox"/>	
401.3.19	A completed Environmental Impact Checklist (Appendix C)	<input type="checkbox"/>	<input type="checkbox"/>	
401.4	<u>Environmental Considerations</u> <u>Identify:</u> wetlands, wet and intermittent streams, forested areas, sink holes, caves, springs, severe slopes, soil types, and general location of other significant geological features	<input type="checkbox"/>	<input type="checkbox"/>	
401.4	<u>Environmental Considerations</u> <u>Previous Use Health Risk:</u> Is there a risk caused by previous use of the site? Provide a statement that development of the site will comply with all applicable guidelines and standards for the reuse and redevelopment of environmentally compromised sites, as established by the W.V.D.E.P. and the E.P.A.	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL PLAN INFORMATION:

Section	Item	Yes	N/A	Planning
402.2.c.23	<u>Traffic Study Required:</u> <ul style="list-style-type: none"> • For all commercial development where the projected ADT is one hundred (100) or greater, or • For all residential subdivisions with fifteen (15) lots or more 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Section	Item	Yes	N/A	Planning
501.2.f	Developers are encouraged to preserve and design around trees, groves, scenic points, historic spots and other community landmarks	<input type="checkbox"/>	<input type="checkbox"/>	

501.2.g	<u>On-Lot Sewage Disposal:</u> <ul style="list-style-type: none"> • Minimum setback of one hundred (100) feet from sinkholes • Septic reserve area of at least 10,000 square feet 	<input type="checkbox"/>	<input type="checkbox"/>	
501.2.h	<u>Special Feature Setbacks / Buffers</u> <ul style="list-style-type: none"> • Setback of one hundred (100) feet from existing or proposed cemetery of historic structures on National Register • Setback of fifty (50) feet from any railroad right-of-way 	<input type="checkbox"/>	<input type="checkbox"/>	
502.1	Subdivisions proposing one hundred (100) lots or more shall provide a minimum of two (2) points of access onto a public or WV DOH road.	<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 • 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 	<input type="checkbox"/>	<input type="checkbox"/>	
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.D	Panhandle lots shall have a minimum width of twenty-five (25) feet and a maximum of four hundred (400) feet in length	<input type="checkbox"/>	<input type="checkbox"/>	
504.E	Lot sizes shall be in compliance with tables 5-3, 5-4, 5-5, 5-6 or 5-7	<input type="checkbox"/>	<input type="checkbox"/>	
505.E	A ten (10) foot drainage easement is required on all watercourses that traverse the project site	<input type="checkbox"/>	<input type="checkbox"/>	
705	<u>Sidewalks required:</u> <ul style="list-style-type: none"> • On one side of arterial and collector streets • On one side of all L3 classed streets • On one side of any industrial street • In all Land Development Units • On one side of streets which provide access to single-family attached dwellings 	<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 5,000 square feet 	<input type="checkbox"/>	<input type="checkbox"/>	
801	Parking Requirements (Tables 8-1A and 8-1B)	<input type="checkbox"/>	<input type="checkbox"/>	
802	Buffer / Screening provided with mixed uses	<input type="checkbox"/>	<input type="checkbox"/>	
9.01	Indicate if project is a Planned Unit Development	<input type="checkbox"/>	<input type="checkbox"/>	
1001	Indicate if project is a Manufactured Home Community	<input type="checkbox"/>	<input type="checkbox"/>	
1101	Indicate if project is a 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.*