



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 SKETCH 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: _____

Public Hearing Fee: \$110.00
 Sign Inspection Fee: \$ 75.00
 TOTAL \$185.00

Signature: _____ Date: _____

Plan Submittal Package:

Item	Included	Staff Verification
2 Copies of Plans		
Sketch Plat Checklist		
Review Fee		
Appendix C – Environmental Impact Checklist		
School Impact Form (for residential developments proposing more than 15 lots)		