



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.berkeleycountycomm.org

Berkeley County Planning Commission Preliminary Plat Checklist Planning Review Checklist

Project:

Developer:

Engineer:

File #:

Date Submitted:

Reviewed by:

Date:

Permits	Provided?	Notes
DOH (Check Date, Location and Units)		
Sewer, BCPSSD Intent to Serve Letter		
BCPSWD Water Availability Statement		
Health Dept. Approvals		
Signed GPP w/ App 1 & 2		
NPDES (If > 1Ac. Disturbance)		
911 Approval of Road Names		
School Analysis (If > 20 lots)		
Traffic Analysis (If > 20 lots)		

Section	Item	Completed?	Notes
501.1	General Required Information: <ul style="list-style-type: none"> • Application • Description of Project • Preliminary Plat Checklist 		
502.1	Sheet Size (24" X 36")		
502.2A(1) (COVER PAGE)	Vicinity Map which is legible <ul style="list-style-type: none"> • Scale 600' or more = 1" • Show site location • North arrow 		
502.1 405(a)1a	Plat Scale <ul style="list-style-type: none"> • 100' or less = 1 inch • Less than 3 acres = 1:20 		

502.1 (COVER PAGE)	Plat Labeled: “PRELIMINARY PLAT”		
502.1 504.2(3) (COVER PAGE)	Plat Labeled: “LDU: Land Development Unit” And “Land Development Unit Final		
504.2(4) Commercial Only	Final statement on plat from surveyor or engineer saying as-built information results from an actual survey		
502.2(a)3 (COVER PAGE)	Proposed name of Subdivision or LDU Labeled on Plat <ul style="list-style-type: none"> Does the name duplicate or closely approximate to another name 		
502.2(a)4 (COVER PAGE)	Name and address of owner and subdivider/developer		
502.2(a)5	A letter from the owner authorizing the subdivider/developer to act as his or her agent with full authority (only if the subdivider/developer is different from the owner)		
502.2(a)6 (COVER PAGE)	Surveyor’s certificate shown and executed		
502.2(a)6 (COVER PAGE)	Name and address and signed seal of the Registered Engineer		
502.2(a)7 (ALL PAGES)	North Arrow with: <ul style="list-style-type: none"> Basis of North Date 		
502.2(a)8 (COVER PAGE)	District Tax Map Parcel Number Deed Book and Page Number (if lot is shown to be part of a parcel, it		
502.2(a)9 405(a)1c (COVER PAGE)	Acreage Computation <ul style="list-style-type: none"> Acreage of lots Gross density 		
502.2(b)3 (COVER PAGE)	Source and Date of Topography <ul style="list-style-type: none"> Delineate existing topography 		
405(a)1c (COVER PAGE)	Functional description of Land Development Unit/Commercial		

502.2(b)6 (COVER PAGE)	Subject to flooding- would be subject to flooding in the 100-year flood plan <ul style="list-style-type: none"> • FEMA Panel # • Date • 100 year flood plain boundary • Show area of each lot in the floodplain. 		
	Floodplain continued: Not be included when calculating the total lot areas. Area of the flood plain easement of each lot shall be calculated and shown separately <ul style="list-style-type: none"> • Professional Engineer or qualified person who prepared floodplain study 		
502.2(a)10	Re-plat <ul style="list-style-type: none"> • Show the appropriate statement (Section 502.2, a, 10) • Show by dotted or dashed lines the features to be abandoned and by solid lines show currently proposed features 		
502.2(b)1	Show the entire area proposed to be developed/ sub-divided and remainder of the tract in the same ownership (<i>If it is commercial and is close to .459 acres, then we would ask for exact sq. footage.</i>) <ul style="list-style-type: none"> • Show the acreage of remainder (only one residue can be 		
(COVER PAGE)	Computational breakdown of site <ul style="list-style-type: none"> • Buildings, impervious, gravel, lawn, etc. Lots, streets, SWM area, etc		
502.2(a)2	Names of adjacent property owners (or subdivision) within 200'; if shown, the deed book, page number, tax map and parcel numbers must be correct		
502.2(a)2	Current Land Uses of Adjacent Properties		

502.2(c)5	<p>Show any proposed public improvements for future construction. Verify that proposed streets are classified to accommodate future development (if there is to be future construction a temporary tee turn around needs to be provided).</p>		
502.2(c)1	<p>Show proposed and existing lots</p> <ul style="list-style-type: none"> • Dimensions and area in square feet • Proposed uses of property • Proposed front setback • Other setbacks • Location of each building and first floor elevations • For curves; show delta, radius, arc, tangent, chord, and chord direction 		
714	<p>Open Spaces</p> <ul style="list-style-type: none"> • 35+ lots require at least 3% • Open space constituted by 2 or more non-contiguous parcels • Demonstration of use for passive recreational purposes • Free of all easements or encumbrances that limit use (SWM) • Location, dimension, and area of proposed easement 		
502.2(b)1 502.2(c)4	<p>All easements should be shown and described including locations, dimension, and area</p>		
605(c)	<p>Do lots have adequate frontage</p>		

<p>605(k) 804 (LOT SIZE DESCRIPTIONS ON COVER PAGE)</p>	<p>Check for minimum lot size and width</p> <ul style="list-style-type: none"> With Water and Sewer <table border="1" data-bbox="272 121 768 468"> <thead> <tr> <th><i>Type</i></th> <th><i>Min Lot Width</i></th> <th><i>Min Lot Size</i></th> </tr> </thead> <tbody> <tr> <td>S/F</td> <td>60ft</td> <td>7500 sq. ft.</td> </tr> <tr> <td>Duplex</td> <td>85ft</td> <td>12000sqft</td> </tr> <tr> <td>Multi</td> <td>100</td> <td>10000+</td> </tr> <tr> <td>TH</td> <td>18</td> <td>1800sqft</td> </tr> <tr> <td>Comm.</td> <td>100</td> <td>20000sqft</td> </tr> </tbody> </table>	<i>Type</i>	<i>Min Lot Width</i>	<i>Min Lot Size</i>	S/F	60ft	7500 sq. ft.	Duplex	85ft	12000sqft	Multi	100	10000+	TH	18	1800sqft	Comm.	100	20000sqft		
<i>Type</i>	<i>Min Lot Width</i>	<i>Min Lot Size</i>																			
S/F	60ft	7500 sq. ft.																			
Duplex	85ft	12000sqft																			
Multi	100	10000+																			
TH	18	1800sqft																			
Comm.	100	20000sqft																			
<p>605(d)</p>	<p>Check lot depth to width ratio</p> <ul style="list-style-type: none"> No greater than 2.5:1 																				
<p>502.2(c)3</p>	<p>Check property corners and concrete monuments</p>																				
<p>703.2</p>	<p>2 concrete monuments per block or 2 on each side of the street</p>																				
<p>603 902(3) 804(1) 805(1) (DESCRIBE SETBACKS ON COVER PAGE)</p>	<p>Setbacks:</p> <table border="1" data-bbox="272 894 768 1066"> <thead> <tr> <th><i>Type</i></th> <th><i>Front</i></th> <th><i>SIDE/REAR</i></th> </tr> </thead> <tbody> <tr> <td>S/F</td> <td>20*</td> <td></td> </tr> <tr> <td>TH</td> <td>20**</td> <td>10 side/</td> </tr> <tr> <td>Comm</td> <td>50/45/40</td> <td>30 side/</td> </tr> </tbody> </table> <p>* For State or Fed Highways Setback = 50 **When adjoins parking area setback = 25</p>	<i>Type</i>	<i>Front</i>	<i>SIDE/REAR</i>	S/F	20*		TH	20**	10 side/	Comm	50/45/40	30 side/								
<i>Type</i>	<i>Front</i>	<i>SIDE/REAR</i>																			
S/F	20*																				
TH	20**	10 side/																			
Comm	50/45/40	30 side/																			
<p>605(f)</p>	<p>Double frontage(corner lots) on Class I street</p> <ul style="list-style-type: none"> 10' planting screen easement required 																				
<p>605(i)</p>	<p>Panhandle lot requirements:</p> <ul style="list-style-type: none"> Minimum panhandle width of 25' Maximum length of 400' for panhandle Only one lot situated b/n main body of panhandle and access point 																				
<p>602.1</p>	<p>More than 100 lots require at least 2 access points</p>																				

502.2(c)6, 9, 10, 11	<p>Show location of existing and proposed:</p> <ul style="list-style-type: none"> ● Gas lines ● Electric and telephone poles ● Fire hydrants (must be within 600’) ● Street lights; building lights or pole lights 		
502.2(c)12	<p>Existing easements (and purpose)</p> <ul style="list-style-type: none"> ● Roadway ● Utilities (should be 20’) 		
	<p>Show bearing and distance for easements that are not located on property lines</p>		
502.2(d)3 (NOTE ON COVER PAGE, SHOW ON EXISTING FEATURES SHEET)	<p>Environmental Considerations:</p> <ul style="list-style-type: none"> ● Identify all existing environmental features (sink holes, steep slopes, forested areas, natural areas, wetlands(25’ <i>buffer</i>)) ● Soil types ● Plan minimizes negative 		
601.2(g)	<p>Show the location of tree groves proposed to be retained (landscaping plan)</p>		
502.2(c)9	<p>Waterlines shown</p>		
502.2(c)10	<p>Sewer lines shown</p>		
710(d)7	<p>Show septic reserve areas on each lot. (Compare with Health Department approved plat to make sure no changes were made)</p>		

502.2(b)5	<p>Show location of wells</p> <ul style="list-style-type: none"> ● List of perc test results keyed to each perc test hole shown 		
710(d)8	<p>Show setbacks of Septic Reserve Areas and wells</p> <ul style="list-style-type: none"> ● 100 feet from sewage disposals ● 10 feet from rock outcrops 		
502.2(c)7 708(c)	<p>Culvert locations</p> <ul style="list-style-type: none"> ● Minimum length of 20 feet 		
502.2(b)4	<p>Existing streets-location, widths, and names within 100' (recorded but unimproved streets should be shown with a dashed line)</p>		
502.2(c)2	<p>Proposed streets:</p> <ul style="list-style-type: none"> ● Location ● Width ● Names ● Classification ● Traffic ● Adjoining streets shown 		
Appendix A- 1.9 (2), (7), (14)	<p>Parking:</p> <ul style="list-style-type: none"> ● 2.0 spaces per d.u ● Parking owned in common requires additional .6 of total off-street parking ● Open space of at least 20ft provided b/n edge of parking and nearest residential area ● Maximum distance from parking area to residential bldg 		
502.2(c)6	<p>Public improvements</p> <ul style="list-style-type: none"> ● Sidewalks ● Streetlights ● Street trees ● Street signs ● Other proposed public improvements 		

405(a)1b	<p>Commercial/Land Development Unit Plan Information includes:</p> <ul style="list-style-type: none"> • Exterior lighting • Communication antennas (TV, radio, etc) • Signs (location, height, size, and design) • Landscaping plan/reserved buffer areas • Fencing 		
405(a)1c	<p>Commercial/Industrial/Institutional Plan Information includes:</p> <ul style="list-style-type: none"> • Projected daily sewage effluent • Open space ratio per dwelling unit • Gross dwelling unit density • Method of solid waste storage and disposal (should be buffered) • Projected emission levels 		
GENERAL	<p>Is the project consistent with:</p> <ul style="list-style-type: none"> • Berkeley County Subdivision Regulations • Berkeley County Comprehensive Development Plan <p>Is the site suitable for development?</p>		
(COVER PAGE)	<p>Plat number in lower right hand corner of the plat Certifications executed prior to advertisement</p>		