



## **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](http://www.berkeleycountycomm.org)

### **Development Roundtable Meeting**

**April 13, 2012 1:30 pm**

#### **Notes**

Mike Thompson, the Planning Director, opened the meeting by welcoming the attendees and introducing staff. Mr. Thompson said the County Council is prepared to hear the Subdivision Ordinance change proposals, since the budget has now been completed. Mr. Thompson stated that he appreciates the cooperation staff has received regarding the signature blocks on the plats. It has been working well.

Street sign information was sent to the Roundtable members. Please include the information on the plans with the appropriate schematics.

Senate Bill 621 will go into effect on June 6, 2012. This Bill will require a letter from the DOH acknowledging subdivisions. Berkeley County staff met with the DOH staff recently and plans to meet quarterly for updates.

Mr. Thompson is currently working on updating the website to better organize it and include more information. The zoning information for the Windewald and Tuscarora zoning districts will be included. If there are any suggestions for inclusion, please email Mike Thompson.

Ms. Kim Shrader, the County Engineer, has made a checklist for Asbuilt submittals. She would like the original construction plans, with the changes in red. All storm water areas, roads, sidewalks, curbs and parking lots should be shown. A compaction report for the storm water pond berm and core trench will be required when submitting the asbuilts as well as latitude and longitude information for the location of all BMP's. Per a question from the audience, asbuilts are submitted when construction is completed or when the bond is being reduced or released. The new requirements will be in force from this day forward. Please see the information attached to the Notes.

There will be a Public Hearing regarding permit fee revisions on May 3, 2012. Please see the fee schedule attached to the Notes. Per questions from the audience, the fees are less than what is currently charged. Ms. Shrader provided an example for swimming pools. The fees currently charged are sometimes more than what the pool was bought for, so a revision was appropriate. Also, the reviews are now more standardized and take less time, so the savings will be passed onto the applicant.

There will be a Public Hearing regarding Master Plans for single family dwellings, duplexes and townhouses on May 3, 2012.

Mr. Thompson spoke about the preliminary plat extensions. An ordinance will be drafted granting extension until July, 2015. The goal is to have that in place by July 1, 2015. Please provide a letter to be included into the extension project so that no project is excluded. A Public Hearing will be held through the County Council modeling what the state had intended to do.

Steve Thomas spoke about setbacks and encroachments. Currently, there are no encroachments allowed in the Regulations. Staff is exploring percentages of area for encroachment at a later date. When final plats are recorded, those are the setbacks of record. Please label BRL's and easements on the final plats. Mr. Thomas is also exploring the justification and/or clarification of the 50' ROW issue that Mr. Stansbury has questioned.

Mr. Berry wondered if stairs are considered an encroachment.

Mr. Thomas stated that nothing can be in the BRL at this time.

Mr. Thomas is working on revising the checklists and will update them to a fillable word document soon.

Currently, there are no variances in the Regulations, only waivers. Research is being done on the state code for variance options to allow for variances that would not require public hearings when they do not affect the public.

Mr. Thompson stated that as policies and interpretations are made, those memos will be included on the website.

Mr. Thomas explained the new procedure on bond renewals. Steve Aberegg will provide updated bond estimates and the bond renewals will be adjusted for the current prices.

Mr. Thompson stated that a small group of people will be called to form a group to discuss revisions regarding Minor plans. The soils statement, size of plats and what signatures are required will be some topics of conversation. The revisions will be reported back to the Roundtable.

Mr. Thompson also asked for ideas regarding information on when subdivisions are turned over to the Home Owners Associations. Right now, the Planning Department does not know when this is happening for individual projects. It is also difficult to determine when within multi phased subdivisions, there are more than one HOA.

Mr. Thomas stated that the bond tolling documents from Jefferson County have been obtained and are being reviewed. Once a decision is made on the issue, it will go to the County Council for action.

The meeting ended approximately at 2:15 pm.



## **BERKELEY COUNTY DEPARTMENT OF ENGINEERING AND BUILDING INSPECTIONS**

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### **I. WHAT ARE MASTER PLANS**

“Master Plans” are approved construction documents for identical structures proposed to be repeated in Berkeley County. Master Plans include single dwelling units, duplexes and townhouses.

The Master Plan Program expedites the issuance of building permits for Master Plan items. An appointment is necessary with the Master Plan Coordinator for service. Please call the Master Plan Coordinator at 304-264-1966.

### **II. DEFINITIONS**

The following are definitions of terms used in this Information Bulletin:

**Master Plan:** a set of approved construction documents for identical structures proposed to be built repeatedly in Berkeley County.

**Master Plan Coordinator:** The Plan Review Specialist who accepts Master Plan submittals, calculates fees, processes plans, assigns Master Plan numbers, issues building permits, and processes plan change or revisions to a Master Plan.

**Production Phase:** A project for which plans have been submitted to the Department of Engineering and Building Inspections.

**Model or Plan Type:** A designed building or prototype. Each model or plan type is approved under the current code requirement and assigned a specific master plan number.

### **III. HOW TO ESTABLISH A MASTER PLAN**

#### **A. Submission of Plans**

The following items must be submitted:

1. Complete sets of plans for single dwelling unit, duplexes or townhouse projects, two of which may require to be stamped by a West Virginia licensed architect or engineer. Contact the Master Plan Coordinator for the number of sets of plans required for submitted. One set of structural calculations.
2. Manual S
3. One set of truss calculations, if applicable.
4. One set of energy calculations, (REScheck).
5. One copy of soils report and/or geological study, if applicable.
6. A completed and signed General Application for each building type.
7. A completed and signed Water Availability letter or well permit for each building or unit.
8. A completed and signed Sewer Availability letter or septic permit,
9. One copy of the recorded plat and all approved improvement drawings. Appointments for submittals are required. Call the Master Plan Coordinator at 304-264-1966 for an appointment.
10. Plan check fees (see section VIII)

### **IV. THE MASTER PLAN REVIEW PROCESS**

The Master Plan Coordinator will assign a project number to the newly submitted plans. Thereafter, all inquires must refer to the project number.

Single dwelling unit duplexes or townhouse will be routed to department staff to be reviewed for residential mechanical, energy, water and sewer, structural, West Virginia Building



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Code, engineering, planning, and grading requirements. The applicant will be notified by mail or telephone when the plans are ready to be picked up for corrections. The Master Plan Coordinator will mail, e-mail or FAX the review sheets to the designer at the applicant's request.

The applicant will pick up the plans and make any necessary corrections. Each review sheet will have the name and telephone number of the respective plan checker along with instructions on how to handle the recheck (by appointment or by resubmitting the plans). After all the necessary corrections are made, the plans are stamped "approved" by each discipline. After all approvals are obtained, the plans will be assigned a Master Plan number. All inquiries after this will refer to the Master Plan number instead of the project number. Two sets of plans will be stamped by the Coordinator with an approval stamp. One set of the approved plans and calculations will remain on file with the Master Plan Coordinator and the other set will be returned to the applicant; Electronic copy will also be required.

### **V. REVISIONS TO A MASTER PLAN**

Changes or revisions to a Master Plan must be approved prior to submitting for production phase building permits. An appointment is required with the Master Plan Coordinator.

To revise a Master Plan, two sets of complete building plans must be submitted. Both sets of plans must have all the changes bubbled. All revisions will be routed for review and approval. A plan change fee will be collected for revisions to plans.

### **VI. PERMITS FOR A PRODUCTION PHASE**

After the Master Plan is established, plans for construction projects will be produced from the established Master Plan set on file. Any changes including minor changes must be approved prior to plan submittal for building permits. The Coordinator will not accept plans that do not match the Master Plan on file. (See Section V for plan changes or revisions to a Master Plan.)

#### **A. Building Plan Submittal**

To submit plans on established Master Plans, the applicant needs to schedule a submittal appointment with the Coordinator. At the appointment the following items must be provided:

1. Complete sets of plans for single dwelling unit, duplexes or townhouse projects including plot plans and legal description, two of which may be required to be signed and stamped by a West Virginia licensed architect or engineer. Contact the Master Plan Coordinator at 304-264-1966 for the number of plans required for submittal.
2. A copy of recorded map and all approved improvement drawings.
3. One copy of plot plans showing house location, driveway and slope.
4. One copy of the soils report (if applicable).
5. One set of energy calculations (REScheck).
6. A completed and signed General Application for each building.

#### **B. The Review and Approval Process**



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After determining that the submittal package is complete, the Master Plan Coordinator will assign a new project number and route the plans to the department's staff for expedited reviews, if necessary. Most approvals for single family residence projects are obtained from the Master Plan Coordinator. Once the production phase plans are approved, the following items are required to obtain a building permit:

1. Two complete sets of plans and applicable calculations approved and signed by the plan reviewers.
2. Completed and signed applications.
3. Payment of fees. See Section VIII for plan review and building permit fees of production phases.

### **VII. EXPIRATION OF A MASTER PLAN**

Master Plans will expire with the County's adoption of a new West Virginia Building Code (WVSBC), or other state mandated regulations. When a Master Plan has expired, a letter will be mailed to the applicant. Expired plans may be returned to the applicant if arrange with the Master Plan Coordinator.

All requirements in Section III, "How to Establish a Master Plan", will be applicable to Master Plan renewal, with no exceptions, including the Master Plan processing fee.

### **VIII. FEES FOR MASTER PLAN APPROVAL**

**\$250.00 Review Fee**



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### **Proposed Fees April 12, 2012**

#### **Existing Fee**

Eliminate fee for relocation of manufactured housing

Above ground pool review \$80 Base plus \$75

In-ground Pool review \$80 base plus \$125

Mechanical \$125

Plumbing \$125

Billboard Signs – none

#### **Proposed Fee**

All manufactured housing shall fall under the \$50.00 base fee plus 0.20 sq.ft

\$35 base plus 0.12 sq.ft.

\$35 base plus 0.12 sq.ft

\$20 application fee and \$15 1<sup>st</sup> \$1,000 plus \$10 per each additional \$1,000

\$20 application fee and \$15 1<sup>st</sup> \$1,000 plus \$10 per each additional \$1,000

\$500



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### **AS-BUILT SUBMISSIONS**

Once construction is complete, the as-built plans containing the "Engineer's SWM Certification" completed by the verifying professional shall be submitted to the Berkeley County Planning Department. The verifying professional does not need to be the design professional. However, the verifying professional shall be technically proficient and able to accept the professional responsibilities created by the certification statement required under West Virginia law. The as-built plans shall consist of the original construction plans marked in red showing all differences between designed and constructed grades, dimensions and features, and shall meet the requirements of the Berkeley County Department of Engineering and Building Inspections As-Built Checklist for Storm Water Management. The Engineer's Storm Water Management Certification shall be of a form approved by the County Engineer and shall verify the ESD planning techniques and practices and structural storm water measures as constructed meet or exceed the requirements and specification of the approved final Storm Water Management plan and the professional verifying the plan is accepting responsibility for the construction inspection performed and the as-built information shown.



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## AS-BUILT CHECKLIST

**As-built Submittal Date:** \_\_\_\_\_

**B.C. File No.** \_\_\_\_\_

**Design firm:** \_\_\_\_\_

**Certifying Engineer:** \_\_\_\_\_ **West Virginia** \_\_\_\_\_  
**Registration No.**

**County As-Built Approval:** \_\_\_\_\_

Instruction: To be completed by the certifying engineer. The as-built submittal must include this checklist, a complete set of the as-built plans and pertinent reports/logs relative to the construction of the SWM facility. This checklist contains a list of items required and does not relieve the certifying engineer of completing a review according to good engineering practices. All items are expected to be addressed in the first submittal and failure to do so will result in a less than full review.

SUBMISSION DOCUMENTS	SUB.	1ST	2ND
1. One copy of the approved storm water management plan redlined.			
2. One compaction report with PE seal and signature.			
3. One copy of the storm water management computations with PE seal and signature.			
4. Checklist			
STORM WATER MANAGEMENT PLANS			
1. The minimum information shall be shown in red on the print copy with AS-BUILT in the lower right corner of each sheet. All information shall be shown on the approved plans.			
2. A check mark (✓) shall be made beside design values if they were actually constructed values. For changed values, line out the design value and enter the actual value.			
3. Elevations shall be to the nearest 0.1'.			
4. Design and as-built improvements.			

5. Landscaping, plantings, trees, shrubs and other woody vegetation (show in green, trees not allowed within 15' of any portion of the embankment or within 25' of outlet structure).			
6. As-built water surface elevations (WSEL) for WQ <sub>v</sub> , CP <sub>v</sub> , 10-yr, 100-yr, permanent pool.			
7. SWM easement area shown and labeled.			
8. SWM maintenance easement and access. Access to be a minimum 10' wide, with a maximum cross slope of 4:1 and a maximum longitudinal slope of 15%. Maintenance access must reach control structure, pond bottom and forebay area.			
9. SWM facility constructed within SWM easement area. No permanent structures (fences, sheds, play equipment, retaining walls) shall be permitted within any storm drainage or SWM easement either shown or described on the final plat of subdivision or deed of easement.			
10. Paved access entrance apron (if applicable).			
11. Minimum 15 foot setback from SWM facility toe of fill or top of cut to nearest property lines. Minimum 25' foot setback from SWM facility outfall channel protection to nearest property lines.			
12. Outflow pipe(s), outlet protection (detail required), outfall channel (s) to stable outfall. Pipe diameter, material length, invert in and invert out, outfall channel length, width, thickness, material lining size and type labeled. Cross-Section detail with dimensions required.			
13. Emergency spillway with outlet channel shown and dimensioned with elevations labeled.			
14. As-built easements for ponding and/or pond slopes on private property.			
15. Identify all proposed non-structural credit areas and as-built slope and location (i.e. dry swales, wet swales, rain gardens, non-rooftop and rooftop disconnection credits, natural area conservation credit).			
16. Maintenance schedule (shown on plans, i.e. how often, minimum requirements).			
17. Location and detail for repaired sink holes (if applicable).			
18. Show and label limits of pond forebay, forebay weir, forebay weir protection and reference detail.			
19. Show and label principal spillway, control structure, limits of embankment fill stationed.			
20. Limits of pond liner labeled (if applicable.)			
21. For ponds with permanent pool, show and label under water safety bench and label elevation, slope and width.			
22. Flared end sections (or headwalls) on all pipes.			
23. Pond embankments (fill) planted with grass only (or approved perennial alternative).			

24. Ponds > 8' deep (measured to 100-year WSEL) shall be benched within the ponding area 4' horizontally at 4' elevation intervals.			
25. Ponds which pass the 100-year storm through the principal spillway shall include a token spillway 1' below top of dam, min. 8' width, located entirely within cut soils. Show and label.			
26. Label dam side slopes.			
27. Top width shall meet MD-378. Top elevation labeled – constructed and settled.			
28. Minimum 1' cover over top of spillway pipe.			
29. Principal Spillway: Show and label dimensions, invert elevations in and out. Identify type of material, dia, slope length			
30. All as-built dimensions for riser structure. Show and label trash rack.			
31. Provide outfall protection dimensions: geometric shape, length, slope and lining material. Indicate median and maximum rip-rap class and size, thickness			
32. Provide latitude and longitude coordinates of all storm water BMP controls			