



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

REQUEST FOR MINOR LAND DEVELOPMENT PLANS WHICH INCLUDE ONLY THE FOLLOWING:

Family Transfers, Boundary Line Adjustments, Mergers/Additions, Plats of Easement, Testamentary Transfers, Court Partition Transfers

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 Transfer: _____

Acreage: _____

Water/Sewer Source: _____

Does the proposed lot have access to a WV DOH Right-of-Way (Family Transfers Only)? _____

If not, a 50' wide right-of-way may be created to the family transfer lot. Any further outsales of the property will result in the right-of-way having to be upgraded to the standards set forth in Appendix A, Manual of Street Standards.

Fee: \$275.00 Base Fee

\$ 75.00 Per Parcel (Parcel includes lots, tracts, residues and all affected parcels)

Plat of Easement - \$125.00

Boundary Line Adjustment- \$125.00

Re-issuance of Plat - \$125.00

Signature: _____

Date: _____