



BERKELEY COUNTY PLANNING COMMISSION

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

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Web Page: www.berkeleycountycomm.org

MINOR SUBDIVISION REQUIREMENTS

All plats of minor subdivisions shall include the following:

- 1. Acceptable size plat: 8 $\frac{1}{2}$ "x14", 11"x17", or 24"x36"
- 2. Title (Plat of Family Transfer, etc)
- 3. Owner Name, Tax Map/Parcel #, Deed Book/Page Reference, Tax District of Subject Property
- 4. Name, Address, License Number Seal and Signature of Surveyor
- 5. Vicinity Map with Scale and North Arrow (scale must equal 1"=600' or larger and minimum of 1000' adjacent to subject property shown)
- 6. Map Scale
- 7. Plat Date
- 8. North Arrow with source and date of the source
- 9. Description of all property corners, referencing monument type and noting whether found or set
- 10. Lot numbers and Areas to the nearest square foot (or acres to 4 or more decimal places) for each lot/parcel and significant parts including streets, alleys, & non-allotted areas
- 11. Locations of any improvements including proposed well and septic reserve areas
- 12. Existing Right-Of-Ways with width
- 13. Proposed Right-of-Way: 50' minimum required from a recorded, existing right-of-way except panhandle lots are allowed a minimum 25' width x 400' max length
- 14. Adjacent Properties including current owners, tax map/parcel number, and deed book/page reference
- 15. Length & Direction of each boundary line, including flood plain easements
- 16. Arc length, radius, delta angle, tangent, chord bearing, & length of all curved boundary lines
- 17. Statement on plat whether lot/parcel lies in 100-year floodplain including FIRM map panel number, date and base flood elevation if known. Also include acreage located within and outside of the floodplain.
- 18. Delineate 50' Building Restriction Line off any State Maintained Road.
- 19. **Transfer exceptions plats must include the following statement:**
This property has been subdivided through Transfer Exception and shall not be further subdivided unless the proposed subdivision activity complies with all applicable Berkeley County regulations.
- 20. **Family Transfer must include the following statement with the owner's signature:**
*The intent of the owner is to transfer the land only to a member of the immediate family. A lot which is created via a Family Transfer Exception may not be re-conveyed to a non-family member for a period of five (5) years from the date of recording of the plat of record without a variance from the Planning Commission. Any further subdivision activity will comply with all applicable Berkeley County Regulations. **Also include a draft deed with the above language in the deed.*

- 21. **Plats creating common access easements must include the following statement:**
Lot owners benefiting from the access afforded by the private right-of-way created with this plat are responsible for the maintenance of the said private right-of-way.
- 22. The following statement shall be included, as applicable: The Soil Survey of Berkeley County, West Virginia indicates a seasonal high water table on lots _____ to be less than five (5) feet below the surface and therefore basement construction is not recommended for those lots.
- 23. Each minor and major subdivision plat shall include pertinent information from the Berkeley County Soil Survey, including the “Soil Properties and Qualities” and [implications for] “Community Development” sections of the Survey for the soil types present on the subject development parcel.
- 23. **Plats submitted on sheet size of 24”x36”:** must include owner and surveyor’s certification

Entrance permit submitted if applicable? _____

Health Department Approved Plat, if applicable? _____

Public Water and Sewer Letter Approvals, if applicable? _____

Draft Deed for Family Transfers included? _____