

Berkeley County Planning Commission  
Sketch Plat Checklist

Project:  
File #:  
Date:

Developer:  
Date Submitted:

Engineer:  
Reviewed by:

Section	<u>Item</u>	<u>Complete</u>	<u>Notes</u>
502.1	Sheet Size (24" X 36")		
401.2)	Vicinity Map which is legible <ul style="list-style-type: none"> <li>• Scale <math>\geq 600' = 1''</math></li> <li>• site location</li> <li>• North arrow</li> <li>• public roads</li> <li>• public schools</li> <li>• commercial areas</li> <li>• County and State parks</li> <li>• any other public or private amenities</li> <li>• location of local trails</li> <li>• local landmarks</li> </ul>		
502.1 405(a)1a	Plat Scale <ul style="list-style-type: none"> <li>• 100' or less = 1 inch</li> <li>• Less than 3 acres = 1:20</li> </ul>		
502.1	Plat Labeled: "SKETCH PLAT"		
401.1  712 (A)	<p style="text-align: center;"><b><u>General Information Narrative</u></b></p> <ul style="list-style-type: none"> <li>• road types</li> <li>• total acreage of site and the</li> <li>• acreage to be developed as lots</li> <li>• open space = 10% if <math>\geq 15</math> Lots</li> <li>• streets</li> <li>• historic use of the site</li> <li>• Soil Types</li> <li>• geological information,</li> <li>• community facilities and existing utilities (within 1000 ft of development)</li> <li>• description of the proposed land development</li> </ul>		
401.1	One electronic media formatted copy		
502.2(a)4	Name and address of owner and subdivider /developer		
502.2(a)6	Name, address and signed seal of the registered Engineer		
401.3 ( 1 )	<ul style="list-style-type: none"> <li>• Proposed layout of streets.</li> </ul>		
401.3 ( 2 )	<p style="text-align: center;"><b><u>Proposed Lots</u></b></p> <ul style="list-style-type: none"> <li>• Total number of lots (numbered in sequential order)</li> <li>• Layout of Streets</li> <li>• Configuration of lots</li> <li>• Lot sizes. (Square Feet &amp; Ac.)</li> </ul>		
401.3 ( 3 )	<p style="text-align: center;"><b><u>Adjacent Roads</u></b></p> <ul style="list-style-type: none"> <li>• Name</li> </ul>		

	<ul style="list-style-type: none"> <li>• location</li> <li>• width of right-of-way</li> </ul>		
401.3 ( 4 )	The names and locations of, approved or in progress, adjacent subdivisions and corresponding Berkeley County File (can be provided by BCPC after first submission, if necessary)		
401.3 ( 5 )	<p style="text-align: center;"><b><u>Project Reference</u></b></p> <ul style="list-style-type: none"> <li>• District</li> <li>• Tax Map</li> <li>• Parcel Number</li> <li>• Deed Book and Page Number (if lot is shown to be part of a parcel, it should be labeled P/O)</li> <li>• Basis of North Arrow</li> </ul>		
401.3 ( 6 )	Location of proposed storm water management facilities and type of facility. (Dry detention, Wet Pond, etc.)		
401.3 ( 7 )	Types of utilities proposed		
401.3 ( 9 )	<p style="text-align: center;"><b><u>Topography</u></b></p> <ul style="list-style-type: none"> <li>• 10’ intervals on site and one-hundred 100’ from the site boundary</li> <li>• floodplain</li> <li>• Other natural features, as shown on the USGS Quadrangle maps.</li> </ul>		
401.3 (10)	Location and description of any proposed recreational or open space uses		
401.3 (11)	Existing sensitive areas which may impact the site’s development potential.		
401.3 (12)	Existing built features and infrastructure and their proposed eventual disposition (i.e., to be razed, removed, maintained or converted to another use).		
401.3 (13)	<p style="text-align: center;"><b><u>Preliminary Calculations</u></b></p> <ul style="list-style-type: none"> <li>• impervious coverage</li> <li>• density</li> <li>• area of nonresidential uses</li> <li>• parking requirements (if applicable)</li> </ul>		
401.3 (14)	Proposed name of the land development shall not duplicate or closely approximate the name of any other land development in the county or its close proximity.		
401.3 (15)	Developments that propose more than 15 dwelling units shall obtain and complete a “Planning Commission Public School Impact Form”.		
401.3 (16)	Average Daily Traffic estimates (ADT) at each proposed point of access.		
401.3 (17)	Prospective street layout providing access to the remainder of the property when the land development covers only part of the owner’s entire holdings.		

401.3 (18)	<p style="text-align: center;"><b><u>FLOODPLAIN</u></b></p> <p>Statement on the plat whether the property lies within a one hundred (100) year floodplain, including FIRM map panel, number and date.</p>																							
401.3 (19)	A completed environmental impact checklist, (Appendix C)																							
401.4	<p style="text-align: center;"><b><u>Identify known environmental features</u></b></p> <ul style="list-style-type: none"> <li>• wetlands (as per National Wetlands Inventory Maps)</li> <li>• wet and intermittent streams</li> <li>• forested areas</li> <li>• sink holes</li> <li>• caves</li> <li>• springs</li> <li>• severe slopes</li> </ul>																							
401.4	<p>Did the Previous Use of the site propose a health risk? Statement that development of the site will comply with all applicable guidelines and standards for the reuse and redevelopment of environmentally compromised sites, as established by the W.V.D.E.P. and The Federal E.P.A. or any other governing state or federal authority.</p>																							
402.2.c.	<p style="text-align: center;"><b><u>Proposed Design and Improvements</u></b></p> <ul style="list-style-type: none"> <li>• Front, rear and side yard setbacks.</li> <li>• Existing and proposed driveway locations</li> </ul>																							
501.2 ( f )	Developers are encouraged to preserve and design around trees, groves, scenic points, historic spots and other community assets and landmarks.																							
501.2 (h)	<p style="text-align: center;"><b><u>Special Setbacks and Buffers</u></b></p> <table border="1" data-bbox="277 1146 987 1472"> <thead> <tr> <th></th> <th style="text-align: center;"><b><u>Structure Setback</u></b></th> <th style="text-align: center;"><b><u>Buffer</u></b></th> </tr> </thead> <tbody> <tr> <td>Proposed or Existing cemetery</td> <td style="text-align: center;">100'</td> <td style="text-align: center;">30'</td> </tr> <tr> <td>National Register of Historic Places</td> <td style="text-align: center;">100'</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Railroad ROW</td> <td style="text-align: center;">50'</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td>Non-Tidal Wetland</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">35'</td> </tr> <tr> <td>Stream Bank</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">35'</td> </tr> <tr> <td>Floodplain</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">35'</td> </tr> </tbody> </table>		<b><u>Structure Setback</u></b>	<b><u>Buffer</u></b>	Proposed or Existing cemetery	100'	30'	National Register of Historic Places	100'	N/A	Railroad ROW	50'	N/A	Non-Tidal Wetland	N/A	35'	Stream Bank	N/A	35'	Floodplain	N/A	35'		
	<b><u>Structure Setback</u></b>	<b><u>Buffer</u></b>																						
Proposed or Existing cemetery	100'	30'																						
National Register of Historic Places	100'	N/A																						
Railroad ROW	50'	N/A																						
Non-Tidal Wetland	N/A	35'																						
Stream Bank	N/A	35'																						
Floodplain	N/A	35'																						
502.1	<p style="text-align: center;"><b><u>Minimum Standards for Subdivision Access</u></b></p> <p>Subdivisions &gt; 100 lots shall have a minimum of two (2) points of access onto a public road.</p>																							
502.2	<p style="text-align: center;"><b><u>Right-of-Way and Buffer yard Requirements for Development on State Roads</u></b></p> <ul style="list-style-type: none"> <li>• 25' reserve area along shared project boundary and WVDOH Right of Way.</li> <li>• Lots &lt; 15,000 s.f., require 15' vegetated buffer yard between the back and/or side lot lines and the Right-of-Way for any lot abutting a State Road ROW.</li> </ul>																							

503.1 (b)	<b><u>Blocks</u></b>																			
	<ul style="list-style-type: none"> <li>• Maximum length ≤ 1600'</li> <li>• Minimum length ≥ 500'</li> </ul>																			
504 (d)	<b><u>Panhandle</u></b>																			
	<ul style="list-style-type: none"> <li>• Maximum Length ≤ 400'</li> <li>• Minimum Width ≥ 25'</li> </ul>																			
504 (e)	Minimum requirements for lots, subject to applicable conditions in Tables A – E. (see regulation)																			
705	<b><u>Sidewalks</u></b>																			
	<ul style="list-style-type: none"> <li>• 1 side of arterial and collector streets.</li> <li>• 1 side of all L3 classed.</li> <li>• 1 side of any industrial street.</li> <li>• In all Land Development Units (except Manufactured Home Communities)</li> <li>• 1 side of streets, which provide direct access to Single Family Attached Dwellings.</li> </ul>																			
801	Parking Requirements																			
801.1	Parking Design and Construction Standards																			
802	<table border="1"> <thead> <tr> <th><i>Type</i></th> <th><i>Buffer Width</i></th> <th><i>Screening Required</i></th> </tr> </thead> <tbody> <tr> <td>Commercial / Residential</td> <td>25 ft</td> <td>Required</td> </tr> <tr> <td>Multi family / Single family</td> <td>25 ft</td> <td>Required</td> </tr> <tr> <td>Industrial / Residential</td> <td>150 ft</td> <td>Required</td> </tr> <tr> <td>Industrial / Commercial</td> <td>25</td> <td>Required</td> </tr> </tbody> </table>			<i>Type</i>	<i>Buffer Width</i>	<i>Screening Required</i>	Commercial / Residential	25 ft	Required	Multi family / Single family	25 ft	Required	Industrial / Residential	150 ft	Required	Industrial / Commercial	25	Required		
<i>Type</i>	<i>Buffer Width</i>	<i>Screening Required</i>																		
Commercial / Residential	25 ft	Required																		
Multi family / Single family	25 ft	Required																		
Industrial / Residential	150 ft	Required																		
Industrial / Commercial	25	Required																		
9.01	<b><u>Planned Unit Development (PUD)</u></b>																			
	<p>a mixed-use community, which utilizes 4 or more of the following land uses:</p> <ol style="list-style-type: none"> <li>1. Single-family detached housing</li> <li>2. Single-family attached housing</li> <li>3. Multi-family housing</li> <li>4. Commercial</li> <li>5. Recreational amenities.</li> </ol>																			
1002	<b><u>Manufactured Home Communities</u></b>																			
	<ul style="list-style-type: none"> <li>• Minimum project size = 5 acre</li> <li>• ≥ 25' buffer with screening requirements</li> <li>• Minimum lot size = 7,500 s.f.</li> <li>• Minimum Lot Width = 75'</li> <li>• Setbacks 25' front, 10' side, 10' rear</li> </ul>																			
1101	<b><u>Recreational Vehicle Parks &amp; Campgrounds</u></b>																			
	<ul style="list-style-type: none"> <li>• Minimum project size = 5 acre</li> <li>• Minimum Campsite area = 1,200 s.f.</li> <li>• Minimum Structure separation = 10'</li> <li>• Minimum street setback = 10'</li> <li>• Comfort Stations ≥ 20 sites</li> </ul>																			

	<ul style="list-style-type: none"> <li>• Open Space <math>\geq</math> 25% of project site</li> <li>• <math>\geq</math> 25' buffer w/ screening (if <math>\leq</math>100' from boundary)</li> </ul>		
Appdx A 1.5	<p style="text-align: center;"><b><u>Horizontal Alignment at Intersections</u></b></p> <ul style="list-style-type: none"> <li>• Minimum angle is 60°. Any change in street alignment to meet this requirement should occur at one 100' from the intersection.</li> <li>• Multiple intersections involving junctions of more than 2 streets should be avoided.</li> <li>• 2 streets intersecting the same street from opposite sides should intersect this same street directly opposite one another or w/ minimum offset of 150' between their centerlines.</li> </ul>		
Appdx A 1.7	<p style="text-align: center;"><b><u>Cul-de-Sacs</u></b></p> <p>Road /s 1,000' in length at least one cul-de-sac shall be provided with a paved diameter of 150' diameter right-of-way to accommodate emergency vehicle and school bus turning movements.</p>		
402.2.c.23	<p>For applications that require a highway entry permit the Applicant shall submit to Berkeley County Planning /Engineering which will review the application and make a recommendation to the WV. DOH prior to WVDOH submittal.</p> <p>A traffic study shall be required for all commercial development where projected ADT is 100 or more trips during the peak generating times and for all residential subdivisions with 15 lots or greater.</p> <p>Traffic studies shall be no older than 18 months. The study shall be performed by a qualified traffic engineer.</p>		