

Berkeley County Land Use Planning and Engineering
Planning Preliminary Plan Checklist

Project:
File #:
Date:

Developer:
Date Submitted:

Engineer:
Reviewed by:

Section	<u>Item</u>	<u>Complete</u>	<u>Notes</u>
	<u>Agency Approvals & Permits</u>		
305.2.c	<ul style="list-style-type: none"> • BCPSWD • BCPSSD • West Virginia Bureau of Health (Water) • West Virginia Bureau of Health (Sewer) • WVDOH Entrance Permit <i>**Applicant must show dated proof of filing application to the DOH, in the event an agreement/bonding requirement is needed for proposed improvements.** If no agreement/improvements are required, then the DOH permit/approval is required.</i> • Central Dispatch Road Names • West Virginian DEP GPP Permit • NPDES Permit (Check DEP Website) • Berkeley County Health Dept. • US Army Corps of Engineers • NPDES approval authority <i>**Applicant must show dated proof of filing application to the DEP.**</i> 		
402.1	Sheet Size (24" X 36")		
402.1	Plat Scale <ul style="list-style-type: none"> • 100' or less = 1 inch 		
402.1	One (1) electronic media formatted copy shall be required. Please reference the Berkeley County Digital Data Submission Standards Policy.		
402.1	Plat Labeled: " PRELIMINARY PLAT "		
402.2.a.1.	Vicinity Map which is legible <ul style="list-style-type: none"> • Scale \geq 600' = 1" • site location • public roads, land marks, and geographic information within 1,000' of development site property 		
402.2.a.2	<u>Adjoiner Information</u> <ul style="list-style-type: none"> • Owner name • Current land use • Deed reference • Tax map description • Adjacent residential subdivisions, current or proposed, with the Berkeley Co. Planning Comm. File #. 		
402.2.a.3	Proposed Name of Land Development (Project Name)		
402.2.a.4	Name and address of owner and subdivider /developer		
402.2.a.6	Name and address and signed seal of the Registered Engineer		
402.2.a.9	Signed Surveyors Certificate		

402.2.a.7-8	<p style="text-align: center;"><u>Project Reference</u></p> <ul style="list-style-type: none"> • District • Tax Map • Parcel Number • Deed Book and Page Number (if lot is shown to be part of a parcel, it should be labeled P/O) • Basis of North Arrow 		
402.2.a.10	<p style="text-align: center;"><u>Computational Breakdown</u></p> <ul style="list-style-type: none"> • open space • conservation easements • storm water management areas, • residue, • lot area(s), • gross density per acre • rights-of-way • Impervious coverage, • Gross density • Parking calculations 		
402.2.a.11	<p style="text-align: center;"><u>Future Section / Phase Sheet</u></p> <p>Please provide an overall site map of the entire development including future sections or phases, if applicable.</p>		
402.2.a.12	<p style="text-align: center;"><u>Re-Plat Statement</u></p> <p>“This is a re-plat of <u> (name of subdivision) </u> recorded on <u> (date of recording) </u>, in Plat Book <u> </u>, Page # <u> </u>, Owned by <u> (name of owner) </u> at time of recording.”</p>		
402.2.b.1	<p style="text-align: center;"><u>Subdivision boundaries and distances</u></p> <ul style="list-style-type: none"> • area proposed to be subdivided / developed • remainder of the tract in the same ownership; • existing restrictive easements rights-of-way, label use • any parks, conservation easements or public opens paces. 		
402.2.b.2&4	<p style="text-align: center;"><u>Existing Features Sheet</u></p> <p><u>NOTE:</u> Proposed rights-of-way and lot lines should be ghosted in the background.</p> <p><u>Manmade</u></p> <ul style="list-style-type: none"> • built structures on the site, • power transmission towers & power lines, • Registered State or National historic areas or features***(see 402.5.3 <u>Design Requirements</u>) • sewers, water mains , utility lines, fire hydrants • culverts • cemeteries • Location, widths, and names of all existing streets or alleys on or within 100’. • Driveways • existing gas lines, • electric and telephone poles • existing monuments 		

	standards (if required); all other proposed improvements.		
402.2.c.11	Standard Berkeley County and review agency construction details shall be provided.		
402.2.c.16	<p style="text-align: center;"><u>Individual Sewer Systems</u></p> <p>**Approval documentation shall be submitted to the Planning Commission for all drain fields from all of the following applicable agencies.** :</p> <ul style="list-style-type: none"> • Berkeley County Health Department • State Health Department • WVDEP <p>An Underground Injection Control (UIC) permit from the WV Department of Environmental Protection shall be required for septic systems that serve commercial and industrial uses.</p>		
402.2.c.17	<p style="text-align: center;"><u>Individual Sewer Systems</u></p> <ul style="list-style-type: none"> • Wells being 100' from any septic system • 10' distant from any property line. • Setback 100' from known sinkholes or sinks 		
402.2.c.21	<p style="text-align: center;"><u>Grading</u></p> <p>All grading, individual lots, shall be shown on the Preliminary Plat with existing and proposed contours</p> <ul style="list-style-type: none"> • No excavation shall be made with a face steeper than 3':1', • No fill shall be made which creates any exposed surface steeper in slope greater than 1 ½': 1'. 		
402.3.1	Hydro-geologic Testing Requirements for Subdivisions, 15 lots or more, not served by Public Water and Public Sewer		
501.2.h	Structures shall be setback a minimum 100' from the outer perimeter of an existing or proposed cemetery or historic structure listed on the National Register of Historic Places and 50' from any railroad right-of-way. If cemetery is located on an adjoining property, a minimum thirty-foot (30') buffer shall be required.		
502.1	<p style="text-align: center;"><u>Minimum Standards for Subdivision</u></p> <p>Any phased or non-phased residential development which generates, 100 lots or greater shall be required to have 2 points of access onto a public road or a WV DOH right-of-way.</p>		
502.2	<p style="text-align: center;"><u>Right-of-Way and Buffer yard Requirements for Development on State Roads</u></p> <p>A reserved area shall extend parallel & adjacent to existing road center line. The width of the reserved area shall be a minimum of 25' from the edge of the existing right of way or as required by the DOH, per their present and future road expansion & improvement plans & requirements.</p> <p>where lots along State R-O-W are < 15,000 sf, the Developer shall provide a 15' vegetated buffer between the back or side lot lines and the State R-O-W for any lot abutting a State R-O-W. This buffer yard shall not be included within the current r-o-w or future r-o-w reservations.</p>		

502.3.1.b	<p style="text-align: center;"><u>Blocks</u></p> <ul style="list-style-type: none"> • Maximum length \leq 1600' • Minimum length \geq 500' • Minimum 2 monuments shall be placed within each block 		
504.a	<p>All lots shall have frontage upon an existing or proposed public street.</p> <p>Lots within a major residential subdivision that are <60,000 s.f. shall take access from an interior road system.</p>		
504.b	<p style="text-align: center;"><u>Access</u></p> <ul style="list-style-type: none"> • No residential lot shall have direct access to an arterial or major collector road. • Access shall be permitted from Arterial or Collector roads to parking lots serving a minimum of any combination of 8 dwelling units of single family attached dwellings: (Duplex, Triplex, Quadruplex, Town House, etc.) and or multi-family dwellings. 		
	<p style="text-align: center;"><u>Panhandle</u></p> <ul style="list-style-type: none"> • Minimum 25' in width • maximum of four hundred feet 400' in length • If two "Panhandle" lots are situated side by side a single 25' wide common driveway within a shared access easement is a permitted. 		
504.e	Check minimum lot size and width on corresponding tables		
505.e	A drainage easement or right-of-way of not less than 10' conforming substantially to the line of such watercourse or of such width as will be adequate to preserve the riparian zone.		
506.b	Drainage swales on residential lots shall not exceed a facial slope of 3:1.		
703	Street Signs		
401.3 (11)	<p style="text-align: center;"><u>Cul-de-Sacs</u></p> <ul style="list-style-type: none"> • Cul-de-sac streets in excess of 1,000' are discouraged, but permitted if it can be demonstrated that due to topographic constraints shorter, dead end streets are not feasible. • 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. Cul-de-sac streets in excess of 1000' are discouraged, but permitted if it can be demonstrated that due to topographic constraints shorter, dead end streets are not feasible. 		
705	<p style="text-align: center;"><u>Sidewalks</u></p> <ul style="list-style-type: none"> • On one side of arterial and collector streets to be built at the time of street construction • On one side of all L3 classed streets, to be constructed in conjunction with development of the property • On one side of any industrial street to be constructed at the time of street construction • In all Land Development Units, except Manufactured Home Communities 		

	<ul style="list-style-type: none"> On one side of streets, which provide direct access to Single Family Attached Dwellings, (Duplex, Triplex, Quadruplex, Town House, etc.). <p><u>Sidewalks shall meet the following requirements:</u></p> <ul style="list-style-type: none"> Sidewalks must be at least 5' wide. Sidewalks must be at least 6' wide, when within 1,200' of shopping centers, schools, recreation areas and other high pedestrian traffic areas, Sidewalks must be constructed in accordance with Standards and Details provided by the Berkeley County Engineer, in Appendix A. Where sidewalks are required, a planter strip separation of at least 4' between curb or shoulder and sidewalk. Any pedestrian walk(s) proposed in addition to required sidewalk shall be approved by the County Engineer. Interior pedestrian walks within blocks shall be located in easements not less than 10' in width. Sidewalks shall be inspected by the County Engineer or his designated agent after the forms have been placed, just prior to the pouring of concrete and after completion of all work. 																	
712.	<p><u>Community Open Space And Recreational Requirements</u> <i>(for Major Subdivisions > 15 Lots < 1/2 ac. in avg. area)</i></p> <ul style="list-style-type: none"> Minimum Area = 10% of the total acreage contained in the development parcel but in no case less than 5,000 s.f. The required open space may be constituted by 2 or more non-contiguous parcels, Where proposed development adjoins an existing or proposed open space, the open spaces should be contiguous to already established open space areas where feasible. The open space areas shall be free of all other easements or encumbrances which would otherwise limit their use for recreational purposes. 																	
801	Parking Requirements																	
801.1	Parking Design and Construction Standards																	
802.1	<p style="text-align: center;"><u>Buffering with Screening</u></p> <table border="1"> <thead> <tr> <th>Type</th> <th>Buffer Width</th> <th>Screening Required</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>	Type	Buffer Width	Screening Required	Commercial / Residential	25 ft	Required	Multi-family / Single-family	25 ft	Required	Industrial /Residential	150 ft	Required	Industrial /Commercial	25	Required		
Type	Buffer Width	Screening Required																
Commercial / Residential	25 ft	Required																
Multi-family / Single-family	25 ft	Required																
Industrial /Residential	150 ft	Required																
Industrial /Commercial	25	Required																
802.3	<p style="text-align: center;"><u>Dumpster Screening</u></p> <p>The area shall be screened by an enclosure from all adjacent properties and from any adjacent roads, streets or other access ways, when:</p> <ul style="list-style-type: none"> more than one residential unit makes use of outside dumpsters Outside commercial trash, refuse or recycling dumpsters 																	

9.01	<p style="text-align: center;"><u>Planned Unit Development</u></p> <p><u>Definition of PUD:</u> A planned unit development for purposes of this Ordinance shall be defined as a mixed-use community, which utilizes four (4) or more of the following land uses:</p> <ol style="list-style-type: none"> 1. Single-family detached housing 2. Single-family attached housing 3. Multi-family housing 4. Commercial 5. Recreational amenities such as golf courses, swimming pools, tennis courts, etc. 		
1002	<p style="text-align: center;"><u>Factory Built Homes</u></p> <ul style="list-style-type: none"> • Minimum project size = 5 acre • 25' buffer around project property perimeter w/screening • Minimum lot size = 7,500 s.f. • Minimum Lot Width = 75' • Setbacks 25' front, 10' side, 10' rear • Method of Solid Waste Disposal 		
1101	<p style="text-align: center;"><u>Recreational Vehicle Parks & Campgrounds</u></p> <ul style="list-style-type: none"> • Minimum project size = 5 acre • Minimum Campsite area = 1,200 s.f. • Minimum Structure separation = 10' • Minimum street setback = 10' • Comfort Stations ≥ 20 sites • Open Space $\geq 25\%$ of project site • 25' buffer around project property perimeter w/ screening • Structures shall not be located within 50' of a lot line. • Method of Solid Waste Disposal <p><u>Streets and Parking</u></p> <ul style="list-style-type: none"> • Entrance street to check in location shall be Class L2 • Interior roads shall be Class L1-Gravel. • Each site shall be provided with a gravel parking space. • Recreational vehicle spaces shall have a min. 8' by 30' pad • Pull through sites to be 8' in width across the entire site. 		
Appdx A 1.5	<p style="text-align: center;"><u>Horizontal Alignment at Intersections</u></p> <ul style="list-style-type: none"> • Minimum angle is 60°. Any change in street alignment to meet this requirement should occur at one 100' from the intersection. • Multiple intersections involving junctions of more than 2 streets should be avoided. • 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 		