

# MARTINSBURG PLANNING COMMISSION



## SITE PLAN APPLICATION

232 N. Queen Street  
Martinsburg, WV 25401  
304-264-2131 or 304-264-2136 (fax)

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Date Application Filed: \_\_\_\_\_ Case #SP \_\_\_\_\_

1. Name of Development: \_\_\_\_\_
2. Location of Property: \_\_\_\_\_  
(Street name) \_\_\_\_\_
3. Property Owner name,  
and address: \_\_\_\_\_  
Phone: \_\_\_\_\_
4. Applicant/Agent name,  
and address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
5. Person preparing plans  
name, and address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. Contact Person name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_
7. Is this an \_\_\_\_\_ original or \_\_\_\_\_ revised Site Plan?
8. Total area of parcel to be developed: \_\_\_\_\_
9. Property Information:
  - a) Tax Map and Parcel Number: \_\_\_\_\_
  - b) Current Zoning: \_\_\_\_\_
  - c) Present Use: \_\_\_\_\_
  - d) Proposed Use: \_\_\_\_\_
  - e) Adjoining Property zoning: \_\_\_\_\_
  - f) Adjoining Property use: \_\_\_\_\_

10. Description of the proposed project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FEES**

Site plan review fees are payable upon the submission of this application.

An engineering consultant conducts storm water management plan reviews. The owner is responsible for the payment of all storm water management plan review fees.

**SUBMISSION**

Site plans must be submitted no later than thirty (30) days prior to the Martinsburg Planning Commission Meeting at which it is to be considered. The Commission meets the first Wednesday of each month at 6:00 p.m. in the Council Chambers at City Hall.

I (Owner) have read the material included in this package and understand what is required by the Martinsburg Planning Commission. I also understand that all required material will be completed prior to the submission of my site plan.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed/typed)

Signature: \_\_\_\_\_

**CITY OF MARTINSBURG PLANNING COMMISSION**  
***INSPECTION AND MAINTENANCE AGREEMENT***  
***FOR PRIVATE STORMWATER MANAGEMENT FACILITIES***

**THIS AGREEMENT**, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ hereafter referred to as the “OWNER(S)” of the following property: \_\_\_\_\_, and the City of Martinsburg Planning Commission, hereinafter referred to as the “COMMISSION.”

**WITNESSETH:**

We, the OWNER(S), with full authority to execute deeds, mortgages, other covenants, all rights, titles and interest in the property described above, do hereby covenant with the COMMISSION and agree as follows:

1. The OWNER(S) of said property shall provide for the maintenance of the stormwater management facility to ensure that the facility is and remains in good working condition in accordance with approved design standards, rules, regulations and applicable laws.
2. The OWNER(S) of said property shall promptly repair and restore all grade surfaces, walls, drains, dams, structures, vegetation, erosion and sediment control measures and other protective devices. Such repairs or restorations shall be in accordance with approved plans, rules and regulations and applicable laws.
3. The OWNER(S) of said property shall perform necessary landscaping (grass cutting, etc.) and trash removal as part of regular maintenance.
4. The OWNER(S), shall grant the COMMISSION or its agent and contractor the right of entry at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facility.
5. If necessary, the OWNER(S) shall levy regular or special assessments against all present or subsequent owners of property served by the facility to ensure that the facility is properly maintained.  
Should OWNER(S) fail to maintain the facility or correct any defects within a reasonable period of time (30 days maximum) after proper written notice by the COMMISSION, the CITY OF MARTINSBURG or its agent and/or contractor is authorized to perform the necessary maintenance or repairs and may assess the OWNER(S) served by the facility for the cost of the work, any applicable penalties, legal fees and court cost. If any said assessment shall be a lien against all properties served by the facility and may be placed on the property tax bill of said property and collected as ordinary taxes by the COMMISSION. The OWNER(S) shall maintain perpetual access from public rights-of-way to the facility for the COMMISSION or its agent and/or contractor.
6. The OWNER(S) shall indemnify and save the COMMISSION harmless from any and all claims for damages to persons or property arising from the construction, maintenance and use of the facility.

7. This AGREEMENT and the Covenants contained herein shall apply to and bind the OWNER(S) heirs, executors, successors and assigns and shall bind all present and subsequent owners of the property served by the facility.
8. The OWNER(S) shall record this AGREEMENT, prior to final plat and/or final site plan approval in the land records of Berkeley County, West Virginia, and the OWNER(S) shall provide proof of such recordation to the COMMISSION.
9. It is further understood and agreed between the parties hereto that the duties and responsibilities of the OWNER(S) as set forth herein with respect to real estate constitute an affirmative burden on the real estate having the force and effect of a covenant running with the land.

IN WITNESS WHEREOF, the OWNER(S) and the COMMISSION executed this AGREEMENT as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

FOR THE OWNER(S)

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**STATE OF WEST VIRGINIA  
 COUNTY OF BERKELEY**

I hereby certify that \_\_\_\_\_, whose name is signed to the writing above and hereto annexed, bearing date the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ has this day acknowledged the same before me in my said County.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission expires: \_\_\_\_\_.

ATTEST:

FOR THE COMMISSION

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**STATE OF WEST VIRGINIA  
 COUNTY OF BERKELEY**

I hereby certify that \_\_\_\_\_, whose name is signed to the writing above and hereto annexed, bearing date the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ has this day acknowledged the same before me in my said County.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

My Commission expires: \_\_\_\_\_

**NOTARY PUBLIC**

**MARTINSBURG PLANNING COMMISSION  
OFFICE OF THE CITY PLANNER**

Your site plan should include the following:

**ADMINISTRATIVE INFORMATION**

- | <b>Y</b> | <b>N</b> |   |
|----------|----------|---|
| _____    | _____    | 1. Name of proposed development.  |
| _____    | _____    | 2. Name and address of owner.   |
| _____    | _____    | 3. Name and address of developer.   |
| _____    | _____    | 4. Name, address and phone number of designer.  |
| _____    | _____    | 5. Certificate of surveyor, engineer or architect.  |
| _____    | _____    | 6. Date plan prepared and date of revisions.  |
| _____    | _____    | 7. A listing of all conditions placed on the site as a result of a special exception/variance or conditional zoning approval. |
| _____    | _____    | 8. A title block labeled "approved by the Planning Commission for signature and date of approval.                             |

**GENERAL SITE INFORMATION**

- | <b>Y</b> | <b>N</b> |   |
|----------|----------|---|
| _____    | _____    | 9. Location map (1" = 600').                          |
| _____    | _____    | 10. Tax/Parcel Number.                                |
| _____    | _____    | 11. Scale of site plan (not to exceed 1" = 100').     |
| _____    | _____    | 12. North arrow.                                      |
| _____    | _____    | 13. Zoning of site.                                   |
| _____    | _____    | 14. Use & zoning of adjoining properties.             |
| _____    | _____    | 15. Topographic map at two (2) ft. contour intervals. |

**LOTS /USES/BUILDINGS and STRUCTURES**

- | <b>Y</b> | <b>N</b> |  |
|----------|----------|--|
| _____    | _____    | 16. Surveyed boundaries for all lots and parcels.                    |
| _____    | _____    | 17. Acreage of all lots included in the plan.                        |
| _____    | _____    | 18. Location and dimensions of all required setbacks and yard areas. |
| _____    | _____    | 19. Location of all buildings, structures and uses.                  |
| _____    | _____    | 20. Proposed use of each building, structure and area.               |
| _____    | _____    | 21. Location and type of dwelling units.                             |
| _____    | _____    | 22. Ground floor area and total floor area of all buildings.         |
| _____    | _____    | 23. Height of all buildings and structures.                          |
| _____    | _____    | 24. Location of dimensions of all signs.                             |
| _____    | _____    | 25. Location of outdoor lighting fixtures.                           |
| _____    | _____    | 26. Location and nature of outdoor storage areas.                    |

**LOTS /USES/BUILDINGS and STRUCTURES**

(continued)

- | <b>Y</b> | <b>N</b> |  |
|----------|----------|--|
| _____    | _____    | 27. Location and area of common open space.                |
| _____    | _____    | 28. Location and description of all recreation facilities. |
| _____    | _____    | 29. Location of sidewalks and pedestrian walkways.         |
| _____    | _____    | 30. Location of outdoor trash receptacles.                 |

**ROADS**

- | <b>Y</b> | <b>N</b> |  |
|----------|----------|--|
| _____    | _____    | 31. Name and number of existing and planned streets on and/or adjoining the site.  |
| _____    | _____    | 32. Location of existing and planned streets on and/or adjoining the site.   |
| _____    | _____    | 33. Dimensions, boundaries, width, pavement and construction of planned roads.   |
| _____    | _____    | 34. Location and dimensions of proposed entrances from public right-of-ways.   |
| _____    | _____    | 35. If located adjacent to a state highway, an entrance permit from the West Virginia Division of Highways must be submitted as part of the package. |

**UTILITIES**

- | <b>Y</b> | <b>N</b> |   |
|----------|----------|---|
| _____    | _____    | 36. Location of all utilities; to include sewer and water lines with the size of lines, mains and laterals.   |
| _____    | _____    | 37. Location and width of all easements; to include access, utility and drainage easements.   |
| _____    | _____    | 38. Location and nature of fire lanes, hydrants and all other associated facilities.  |
| _____    | _____    | 39. If sewer and water are not provided by the City of Martinsburg, a statement of availability must be provided by the Public Service District(s). |

**PARKING**

- | <b>Y</b> | <b>N</b> |  |
|----------|----------|--|
| _____    | _____    | 40. Calculations describing the required number of parking and loading spaces.   |
| _____    | _____    | 41. Location and dimensions of all parking and loading spaces, driveways, parking aisles, curbing and other features to be used. |
| _____    | _____    | 42. Location and dimension of all handicapped spaces.  |

### NATURAL FEATURES

- | Y     | N     |   |
|-------|-------|---|
| _____ | _____ | 43. Existing and finished contour lines.  |
| _____ | _____ | 44. Location of steep slopes, woodlands, floodplains, wetlands, sinkholes and other environmental features. |
| _____ | _____ | 45. Location of streams and drainage ways.  |

### LANDSCAPING

- | Y     | N     |   |
|-------|-------|---|
| _____ | _____ | 46. Landscaping plan describing location and types of plants to be used.        |
| _____ | _____ | 47. Location of required buffers and screening with cross-sections or profiles. |

### EROSION and SEDIMENT CONTROL

- | Y     | N     |  |
|-------|-------|--|
| _____ | _____ | 48. A stormwater management plan with runoff calculations and location and description of facilities to be used. |
| _____ | _____ | 49. Soil erosion and sedimentation control plan with location, types and examples of provisions to be used.      |

### OFFICE USE ONLY

- | Y     | N     |  |
|-------|-------|--|
| _____ | _____ | 50. Engineers certification on Plan.                                       |
| _____ | _____ | 51. Engineers certification on stormwater plans.                           |
| _____ | _____ | 52. Engineers certification of As-built stormwater facility: (date) _____. |
| _____ | _____ | 53. Site plan review fee paid: (date) _____.                               |
| _____ | _____ | 54. Stormwater management plan review fee paid: (date) _____.              |
| _____ | _____ | 55. Stormwater management maintenance agreement executed.                  |
| _____ | _____ | 56. Evidence of water and sewer availability.                              |
| _____ | _____ | 57. West Virginia Division of Highways entrance permit.                    |

**CITY OF MARTINSBURG, WEST VIRGINIA  
STORMWATER MANAGEMENT DESIGN/REVIEW CHECKLIST**

ENGINEER OR APPLICANT \_\_\_\_\_ PROPERTY OWNER \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE # \_\_\_\_\_  
 TELEPHONE # \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

SITE SIZE \_\_\_\_\_ SQ. FT. \_\_\_\_\_ AC DISTURBED AREA \_\_\_\_\_ SQ. FT. \_\_\_\_\_ AC  
 WATERSHED NAME \_\_\_\_\_ TRIBUTARY NAME \_\_\_\_\_  
 CURRENT ZONING \_\_\_\_\_ ULTIMATE ZONING \_\_\_\_\_  
 CURRENT LAND USE \_\_\_\_\_ ULTIMATE LAND USE \_\_\_\_\_  
 DRAINAGE AREA \_\_\_\_\_ AC EXISTING IMPERVIOUS AREA \_\_\_\_\_ AC  
 PROPOSED IMPERVIOUS AREA \_\_\_\_\_ AC

TYPE OF DEVELOPMENT:  
 RESIDENTIAL \_\_\_\_\_ NUMBER AND TYPE OF UNITS \_\_\_\_\_  
 COMMERCIAL/INDUSTRIAL/OFFICE \_\_\_\_\_ TOTAL SQ. FT. OF BUILDINGS \_\_\_\_\_

ENGINEER CHECK	REVIEWER CHECK	INFORMATION REQUIRED
		<b>GENERAL PLAN INFORMATION</b>
		Narrative Description of Stormwater Management Concept/Plan
		Vicinity Map with Scale (show site and label)
		Title Block Information, North Arrow, Scale, Benchmarks
		Miss Utility note, Engineer's Seal
		Description of water courses, wetlands, and impoundments on or adjacent to site
		Existing and proposed contours (2' intervals)
		Delineation of 100 year flood plain
		Location of structures, impervious surfaces, storm drain facilities and vegetative cover
		Existing utilities including gas, telephone, electric, cable, water, sewer, and storm drain
		Location of existing and proposed easements, right-of-ways, and property lines
		<b>INFILTRATION</b>
		Distance of trenches from buildings and water supply wells
		Soil boring information showing infiltration rates
		Design calculations
		Depth to groundwater
		Overflow relief path



ENGINEER CHECK	REVIEWER CHECK	INFORMATION REQUIRED
		<b>GENERAL PLAN INFORMATION</b>
		Delineate permanent pool and/or extended detention (if provided) 201- and 100-year elevations
		Locations of test borings
		Outflow pipe, outlet protection with detail, outfall channel
		Inflow improvements with detail
		Emergency spillway level section and outlet channel
		Proposed utility location/relocation
		Label all slopes within pond area
		Riser design details
		Safety fence for all outfalls using a 4.8" pipe or greater
		Landscaping/Aquatic plantings
		Principle spillway, embankment centerline and emergency spillway profiles
		Outfall channel, anti-seep collar and riser details
		Concrete cradle, trash rack and anti-vortex details
		Construction easement and covenant
		<b>ADDITIONAL SUBMITTAL REQUIREMENTS</b>
		Maintenance easement and covenant
		Timing schedule and sequence of development
		Soils report with boring log
		Drainage area map (watershed boundaries drainage area & time of concentration)
		Soils map
		Hydrologic Computations (TR-55/TR-20)
		Hydraulic Computations (WSM design calculations)

ADDITIONAL COMMENTS:

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REVIEWED BY CITY PLANNER:

\_\_\_\_\_  
City Planner

\_\_\_\_\_  
Date

RECOMMENDED FOR APPROVAL BY REVIEW ENGINEER:

\_\_\_\_\_  
View Engineering

\_\_\_\_\_  
Date

APPROVED BY CITY PLANNING COMMISSION:

\_\_\_\_\_  
Planning Commission President

\_\_\_\_\_  
Date

**ZONING FEES  
FOR THE CITY OF MARTINSBURG**

**ZONING FEES**

Site Plan (Commercial/Industrial plans, Residential Subdivision plans)

Less than 1 acre	—	\$400
1 or more acres	—	\$400 + \$100 per acre

**PLANNED DEVELOPMENT DISTRICTS**

Preliminary Concept Plan	—	\$800 + \$50 per acre
Preliminary Concept Plan Amendments (assessed on changed areas)	—	\$400 + \$25 per acre
Final Plan	—	\$800 + \$50 per acre
Final Plan Amendments (assessed on changed areas)	—	\$400 + \$25 per acre

Storm Water Management (design review deposit)

Less than 2 acres	—	\$1,500
More than 2 acres	—	\$2,000 + \$150 per additional acre

Subdivision

Sketch plat	—	\$50
Preliminary plat over 50 lots	—	\$800 + \$100 per lot
Preliminary plat from 3 to 50 lots	—	\$400 + \$100 per lot
Preliminary plat less than 3 lots	—	\$200
Final plat	—	\$50 per lot
Corrective plat	—	\$25 per lot

Map Amendment	—	\$500
Text Amendment	—	\$500
Variance	—	\$400
Special Exception	—	\$400
Special Exception (nonconforming use change)	—	\$600
Special Exception (flood plain)	—	\$600
Administrative Appeal	—	\$600

Wireless Facility

New tower	—	\$5,000
Co-locate	—	\$2,000
Escrow Account	—	\$8,500

Certificate of Appropriateness – HPRC	—	\$25
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Code Appeal	—	\$100
Use & Occupancy		
New construction	—	\$100
Change of use	—	\$20
Signs	—	\$25 plus \$2 per square foot
Zoning Status Letter	—	\$50
Bond Reduction Request	—	\$100
Tape of Board or Commission meeting	—	\$25

## BUILDING PERMIT FEES

### New Construction, Building Additions

Application fee	—	\$10.00
Building permit cost	—	\$9.00 per \$1,000

Remodel, repair, replace, demolition,  
Accessory structures greater than 150  
sq. ft., fences, retaining walls greater  
than 4 ft.

Application fee work value greater than \$5,000	—	\$5.00
Building permit cost	—	\$7.50 per \$1,000

### Mechanical/Plumbing Systems – plan review

Application fee	—	\$3.00 per 100 sq. ft.
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### Sidewalks

Public sidewalks	—	\$0.00
Private	—	\$7.50 per \$1,000

Grading – more than 1000 sq. ft. – plan review — \$5.00 per 1000 sq. ft. Stop

Work Order – removal fee — \$100

Re-application — Original Application Fee

### Re-inspection fees

First re-inspection	—	\$50
Second re-inspection	—	\$100
Third and subsequent re-inspection	—	\$200

Work Registration Fee: Re-siding, painting, re-paving, Replacement windows or glass, flooring,

carpeting — \$0.00

**NOTE:** Owner occupied residents conducting work are exempt from work registration.

Contractors performing work shall be required to register their work with the City of Martinsburg.

Emergency repairs performed by contractors shall be registered and filed within seventy-two (72) hours of the occurrence.

These fees shall supersede any previous fees established by the City of Martinsburg.

REQUEST FOR PROJECT PLAN COMMENTS

CITY OF MARTINSBURG  
ENGINEERING/PLANNING & BUILDING INSPECTION DEPARTMENT  
232 N. QUEEN STREET  
MARTINSBURG, WV 25401  
ATTN: Kimberly Petrucci  
(304) 264-2131

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO LATER THAN \_\_\_\_\_).

CASE# SP \_\_\_\_\_

REQUEST FOR PROJECT PLAN COMMENTS

CITY OF MARTINSBURG  
ENGINEERING/PLANNING & BUILDING INSPECTION DEPARTMENT  
232 N. QUEEN STREET  
MARTINSBURG, WV 25401  
ATTN: Kyle French  
(304) 264-2131

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO  
LATER THAN \_\_\_\_\_ )-

CASE# SP \_\_\_\_\_

REQUEST FOR PROJECT PLAN COMMENTS

MARTINSBURG POLICE DEPARTMENT  
125 W. RACE STREET  
MARTINSBURG, WV 25401  
ATTN: Chief Gibbons  
(304) 264-2111

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_  \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNING OFFICE NO LATER THAN \_\_\_\_\_).

REQUEST FOR PROJECT PLAN COMMENTS

MARTINSBURG WATER & SEWER  
600 BALTIMORE STREET  
MARTINSBURG, WV 25401  
ATTN: Jay McKinley  
(304) 264-2116

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO LATER THAN \_\_\_\_\_ ).



REQUEST FOR PROJECT PLAN COMMENTS

**MARTINSBURG STREET & SANITATION DEPARTMENT**  
**800 BOSTON STREET**  
**MARTINSBURG, WV 25401**  
ATTN: Jeff Wilkerson  
(304) 264-2126

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLAKNER'S OFFICE NO LATER THAN \_\_\_\_\_).

REQUEST FOR PROJECT PLAN COMMENTS

CITY OF MARTINSBURG  
FIRE INSPECTOR  
232 N. QUEEN STREET  
MARTINSBURG, WV 25401  
ATTN: James Morgan  
(304) 264-2131

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO LATER THAN \_\_\_\_\_ ).

CASE# SP \_\_\_\_\_

REQUEST FOR PROJECT PLAN COMMENTS

ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR  
232 N. QUEEN STREET  
MARTINSBURG, WV25401  
ATTN: Shane Farthing  
(304) 264-2131

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO  
LATER THAN \_\_\_\_\_ )-

**REQUEST FOR PROJECT PLAN COMMENTS**

**BERKELEY COUNTY HEALTH DEPARTMENT**  
122 WAVERLY COURT  
MARTINSBURG, WV 25403  
ATTN: Cara Harding  
(304) 267-7130

Applicant's name, address, and phone number:

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Name of development and/ or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLANNER'S OFFICE NO LATER THAN \_\_\_\_\_ ).**

REQUEST FOR PROJECT PLAN COMMENTS

CITY OF MARTINSBURG  
BULDING INSPECTOR  
232 N. QUEEN STREET  
MARTINSBURG, WV 25401  
ATTN: Building Code Official, Darren Pevarnik  
(304) 264-2131

Applicant's name, address, and phone number:

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Name of development and/or description of the request:

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Location:

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Comments:

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Reporting Official and Date: \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE CITY ENGINEER/PLAKNER'S OFFICE NO LATER THAN \_\_\_\_\_).

**CITY OF MARTINSBURG**  
**PLANNING COMMISSION**  
**APPLICATION and MEETING DATES for 2024**

**SUBDIVISION/SITE PLAN APPLICATION DEADLINES**  
**JANUARY 2024 – DECEMBER 2024**

<b>MEETING DATE (6PM)</b>	<b>SUBDIVISION/SITE PLAN DEEMED COMPLETE DEADLINE</b>	<b>TO THE JOURNAL (12PM)</b>	<b>POSTING &amp;/or PUBLICATION DATE</b>
1/3/2024	11/22/2023	11/29/2023	12/4/2023
2/7/2024	12/29/2023	1/3/2024	1/8/2024
3/6/2024	1/26/2024	1/31/2024	2/5/2024
4/3/2024	2/23/2024	2/28/2024	3/4/2024
5/1/2024	3/22/2024	3/27/2024	4/1/2024
6/5/2024	4/26/2024	5/1/2024	5/6/2024
7/10/2024	5/31/2024	6/5/2024	6/10/2024
8/7/2024	6/28/2024	7/2/2024	7/8/2024
9/4/2024	7/26/2024	7/31/2024	8/5/2024
10/2/2024	8/23/2024	8/28/2024	9/2/2024
11/6/2024	9/27/2024	10/2/2024	10/7/2024
12/4/2024	10/25/2024	10/30/2024	11/4/2024