



THE **City** OF
Martinsburg

*Planning Department * 232 N. Queen Street * Martinsburg, WV 25401 * 304.264.2131*

SUBDIVISION APPLICATION
PRELIMINARY/FINAL (please circle one) REVIEW AND APPROVAL

CASE NO: _____

DATE SUBMITTED: _____

NAME OF SUBDIVISION: _____

LOCATION OF PROPERTY: _____

APPLICANT/DEVELOPER: _____

ADDRESS: _____

PHONE NUMBER: _____

ENGINEER/SURVEYOR: _____

ADDRESS: _____

SIGNATURE: _____

(Applicant or Agent)

DESCRIPTION OF PROPOSED PROJECT:

SUBMISSION

I (Owner) have read the material 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: _____

SUBDIVISION REGULATIONS CHECKLIST

STEP 1: PRELIMINARY PLAT FOR SUBDIVISION

_____ A. The owner or subdivider provides a preliminary plan of the subdivision which shall show the manner in which the proposed subdivision is coordinated with the Comprehensive Plan and with relation to the requirements of the Thoroughfare Plan.

B. The subdivider provides the following:

1. Location Map (which may be prepared by indicating the data notations on available maps) showing:

_____ a. Subdivision name and location

_____ b. Name of all property owners within 200 feet.

_____ c. Zoning classification of tract and adjoining properties and any change.

_____ d. Title, scale, north and date.

_____ e. Computation of total land area.

2. A Preliminary Plat* showing:

_____ a. Proposed name of the subdivision.

_____ b. Names and addresses of the owner; subdivider; City Planner; and the Land Planning Consultant, Engineer or Surveyor who prepared the plan.

_____ c. Street and rights-of-way on and adjoining the site of the proposed subdivision, showing the names (which for new streets shall not duplicate other names of streets in the Community except for extensions of existing streets) which shall meet the approval of the Commission and including roadway widths, approximate gradients, types and widths of pavements, curbs, sidewalks, crosswalks, tree planting, lighting, fire hydrants, drainage, water and sewer.

_____ d. Easements: Locations, widths and purposes.

_____ e. Statement concerning the location and approximate size or capacity of utilities to be installed.

_____ f. Layouts of Lots, showing dimensions and numbers.

** The Preliminary Plat shall be labeled "Preliminary Plat" in large conspicuous letters.*

- _____ g. Parcels of land proposed to be dedicated or reserved for schools, parks, playgrounds or other public, semipublic or community purposes.
- _____ h. Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten percent (10%) and at vertical intervals of five (5) feet if the general slope is ten percent (10%) greater.
- _____ i. Tract boundary lines showing dimensions, bearing, angles, and references to known land lines or bench markers, and proposed new reference points.
- _____ j. Building setback lines.
- _____ k. Legend and notes.
- _____ l. Other features or conditions that would affect the subdivision favorably or adversely.
- _____ m. Scale**, north point and date.
- _____ n. If individual walls and/or septic tanks are proposed, show subsurface conditions on the proposed subdivision, including location and results of tests made to ascertain surface soil, rock and ground water conditions. Show location and results of soil percolation tests in accordance with the specifications of the State Department of Health. Due regard shall be given to the effects of cut and fill which may make such data obsolete. Anticipated areas of cut and fill shall be noted upon the Preliminary Plat.

STEP 2: PRELIMINARY PLAT APPROVAL

A. After an application for approval of a plat of a subdivision, together with six (6) copies of all maps and data has been filed and accompanied by required fee, the Commission shall review the Preliminary Plat and give its acceptance or return the plat to the subdivider with suggestions for changes. No application will be considered at a meeting unless it has been filed with the Commission at least ten (10) days before the date of such meetings.

***The Preliminary Plat of the subdivision shall be drawn to a scale of fifty (50) feet to one (1) inch, or one hundred (100) feet to one (1) inch; provided however, that if the resulting drawing would be over thirty-six (36) inches in shortest dimension, a scale as recommended by the Commission may be used.*

**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. 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.

CITY OF MARTINSBURG
PLANNING COMMISSION
APPLICATION and MEETING DATES for 2026

SUBDIVISION/SITE PLAN APPLICATION DEADLINES
JANUARY 2026 – DECEMBER 2026

MEETING DATE (6PM)	SUBDIVISION/SITE PLAN DEEMED COMPLETE DEADLINE	TO THE JOURNAL (12PM)	POSTING &/or PUBLICATION DATE
1/7/2026	12/2/2025	12/5/2025	12/10/2025
2/4/2026	12/22/2025	12/30/2025	1/7/2026
3/4/2026	1/27/2026	1/30/2026	2/4/2026
4/1/2026	2/24/2026	2/27/2026	3/4/2026
5/6/2026	3/31/2026	4/3/2026	4/8/2026
6/3/2026	4/28/2026	5/1/2026	5/6/2026
7/1/2026	5/26/2026	5/29/2026	6/3/2026
8/5/2026	6/29/2026	7/1/2026	7/8/2026
9/2/2026	7/28/2026	7/31/2026	8/5/2026
10/7/2026	9/1/2026	9/4/2026	9/9/2026
11/4/2026	9/29/2026	10/2/2026	10/7/2026
12/2/2026	10/27/2025	10/30/2026	11/4/2026