



JEFFERSON COUNTY, WEST VIRGINIA
Department of Engineering, Planning, and Zoning
Office of Planning and Zoning

116 East Washington Street, 2nd Floor, P.O. Box 716
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www.jeffersoncountywv.org

File Number: _____

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zoning@jeffersoncountywv.org

Phone: (304) 728-3228
Fax: (304) 728-8126

Information Request Form

Property Owner Information

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Applicant Contact Information

Name: _____
Mailing Address: _____
Phone Number: _____ Email: _____

Physical Property Details

Physical Address: _____
Tax District: _____ Map No: _____ Parcel No: _____
Parcel Size: _____ Deed Book: _____ Page No: _____

Zoning District (please check one)

Residential Growth (RG)	Industrial Commercial (I-C)	Rural (R)	Residential- Light Industrial- Commercial (R-LI-C)	Village (V)	Neighborhood Commercial (NC)	General Commercial (GC)
		Highway Commercial (HC)	Light Industrial (LI)	Major Industrial (MI)	Planned Neighborhood Development (PND)	Office/Commercial Mixed-Use (OC)

Received Date Stamp Here

Give a brief description of your proposal/request. If applicable, on a separate sheet of paper, sketch the shape and location of the lot, including property boundaries, with accurate dimensions. Show the location of the intended construction or land use indicating building setbacks, size and height. Identify existing buildings, structures or land uses on the property.

Action Taken (office use)

Walk-In Email Phone

Signature

Date