

**City of
Charles Town**

101 E. Washington Street
Charles Town, WV 25414
(304) 725-2311
FAX (304) 725-1014



**Jefferson County
Addressing Office**

116 E. Washington Street, Ste. 201
P.O. Box 250, Charles Town, WV 25414
(304) 724-6759 • FAX (304) 724-8992
gis@jeffersoncountywv.org

APPLICATION FOR SUBDIVISION NAME RESERVATION

Clearly print the proposed subdivision name(s) and submit this form to the City of Charles Town. The City of Charles Town will review the proposed subdivision name(s), mark each as approved or rejected, and then forward this form to the Addressing Office. The Addressing Office will then review, marking each as approved or rejected. Within 60 days you will be notified of which subdivision name that is approved by both entities and entered into the official subdivision name index.

The Addressing Office will retain the original form and send copies to both the applicant and the City of Charles Town for their records. You must provide the 1st choice and up to three other options in the event the desired subdivision name is rejected.

TAX DISTRICT: _____ TAX MAP: _____ PARCEL: _____

DB: _____ PAGE: _____

APPLICANT: _____ COMPANY: _____

PHONE: _____ FAX: _____

EMAIL: _____

	Subdivision Name	City of Charles Town		Addressing Office	
		Approve	Reject	Approve	Reject
1 st Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 nd Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 rd Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 th Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Signature (City of Charles Town) Date

Signature (Jefferson County Addressing) Date