



Jefferson County, West Virginia
 Department of Engineering, Planning, and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

Date Rec'd: _____
 Mtg. Date: _____
 Mtg. Time: _____
 Staff Initials: _____

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zoning@jeffersoncountywv.org

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

Pre-Proposal Conference Application

Applicant Information

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

Physical Property Details

Vacant Lot:

Property Owner: _____
 Physical Address: _____
 Parcel ID: _____ Parcel Size: _____
 Zoning District: _____ Deed Book: _____ Page No: _____

Briefly describe the proposed development. Including the number of lots proposed or type of business. If relevant, provide any known history for the property.

Non-Residential (Commercial) Proposals

Sketch depicting lot lines, existing and/or proposed building(s), parking, and signage. Include dimensions.

Subdivision Proposals

- Sketch depicting the current and proposed lot configuration (new lot lines, access easements, etc.)
- Provide deed book and page reference(s) going back to at least October 5, 1988.

Meeting Type

- In Person/Office
- Teleconference (ZOOM) (staff will schedule the conference)