



# JEFFERSON COUNTY, WEST VIRGINIA

## Departments of Planning and Zoning

116 East Washington Street, 2<sup>nd</sup> Floor, P.O. Box 338  
Charles Town, WV 25414

File Number: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

<http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html>

Email: [zoningdepartment@jeffersoncountywv.org](mailto:zoningdepartment@jeffersoncountywv.org)

Phone: (304) 728-3228

[planningdepartment@jeffersoncountywv.org](mailto:planningdepartment@jeffersoncountywv.org)

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### Application for Seasonal Use/Special Exception

Seasonal uses and special exceptions must be approved by the Board of Zoning Appeals pursuant to a public hearing. Seasonal uses cannot be approved for longer than one year at a time, and are limited to a single three-day consecutive period in each of the four solar seasons. For outdoor advertising signs, include (1) a full-color rendering of each sign proposed, including all dimensions of the sign and total square footage, (2) a sketch plan of the property, indicating the location of the sign and setbacks.

#### Type of Request

*Seasonal Use:*

*Special Exception:*

#### Property Owner Information

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Applicant Contact Information

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Engineer(s), Surveyor(s), Consultant(s) Information

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Physical property details

Physical Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Tax District: \_\_\_\_\_ Map No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_  
Parcel Size: \_\_\_\_\_ Deed Book: \_\_\_\_\_ Page No.: \_\_\_\_\_

#### Zoning District (please check one)

Residential  
Growth  
(RG)

Industrial  
Commercial  
(IC)

Rural  
(R)

Residential-  
Light Industrial-Commercial  
(RLIC)

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)

*Name of Temporary Business or Event*

*Description of Seasonal Use*

*Name of Primary Contact/Responsible Party During Business Hours*

*Primary Contact Telephone Number*

*Duration of Temporary Use/Window of Authorization*

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Number of Days: \_\_\_\_\_

*Hours of Operation of Seasonal Use*

*How is the Property Currently Used?*

*What is the Proposed Use of the Property?*

*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.*

*Original signature is required of all property owners (attach additional signature page if needed).  
The information given is correct to the best of my knowledge.*

_____ Signature of Property Owner 1	_____ Date	_____ Signature of Property Owner 2	_____ Date
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*Notification Requirements*

_____ Date of Public Hearing	_____ Advertising Date	_____ Posting Requirements (number of days prior to scheduled hearing)
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*Official Action of Board*

*Official Signature and Seal*

_____ President's Signature	_____ Date
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