



# JEFFERSON COUNTY, WEST VIRGINIA

## Office of Planning and Zoning

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

Charles Town, WV 25414

[www.jeffersoncountywv.org](http://www.jeffersoncountywv.org)

Appeal Number: \_\_\_\_\_

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

Fees Paid (\$100): \$ \_\_\_\_\_

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

Phone: (304) 728-3228

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

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### Appeal Form - Board of Zoning Appeals

Pursuant to Section 3.4 of the Jefferson County Zoning and Land Development Ordinance, the Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official in regard to the enforcement of this Ordinance or any ordinance adopted thereto. The property owner of the subject appeal shall sign the application or an affidavit allowing an agent for the property owner to file the application which shall be submitted. Such appeal shall be filed with the Board within thirty (30) days from the decision appealed.

#### Name and/or File Number of Project

Name of Project: \_\_\_\_\_ File Number: \_\_\_\_\_

#### Appellant Information

Appellant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Appellant Representative(s) Information

Company Name: \_\_\_\_\_

Representative Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### Appellant Physical Property Details

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tax District \_\_\_\_\_ Map No: \_\_\_\_\_ Parcel No: \_\_\_\_\_

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  
(O/C)

Only if applicable to your request, provide a sketch showing the shape and location of the lot indicating all roads, rights of ways, and easements. Show the location of the intended construction or land use indicating building setbacks (i.e., the distance of the structure from all property lines), size and height. Identify all existing buildings, structures or land uses on the property. The sketch should show the full extent of the property. Sign and date the sketch and submit with this form.

*Decision Being Appealed*

*Type of Appeal*

Administrative Decision                      LESA Point Score                      Other

If other, please describe: \_\_\_\_\_

*Please explain reasons/justifications for appeal and desired action by Board, in numerical order. Use a separate sheet of paper if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Original signature is required. The information given is correct to the best of my knowledge.*

_____ Signature of Appellant	_____ Date	_____ Signature of Appellant	_____ Date
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*Notification Requirements (to be completed by staff)*

Notice of a public hearing for an appeal shall be advertised in a newspaper having general circulation in the County at least 15 days before the hearing. The subject property shall be posted conspicuously by a zoning notice no less than twenty-eight (28) inches by twenty-two (22) inches in size, at least 15 days before the hearing (pursuant to Zoning and Land Development Ordinance Section 3.4A(3)(b)).

_____ Date of Public Hearing	_____ Advertising Date	_____ Placard Posting Date
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