

Jefferson County Office of Planning and Zoning  
Administrative Waiver of Off-Street Parking Application Requirements  
*Jefferson County Zoning and Land Development Ordinance, as amended June 1, 2014*

**Administrative Waiver of Off-Street Parking**  
(per Section 11.1C of the Jefferson County Zoning and Land Development Ordinance)

Applications for the Administrative Waiver of Off-Street Parking per Section 11.1C of the Jefferson County Zoning Ordinance shall conform to the following provisions and shall submit the following information as an attachment to the Zoning Certificate application.

1. Such administrative waiver shall only be permitted for seasonal or temporary uses, agriculture uses, events or other types of uses that do not require parking on a regular basis.
2. Such administrative waiver shall only be permitted for uses that require 30 spaces or less.
3. Zoning Certificate Application shall be submitted with the following items shown and drawn on plain paper:

**Adequacy of Parking Area:**

- ☐ Clearly depict the following on an attached Sketch Plan:
  - ☐ Square footage of areas identified as “usable ground” for location of grass parking areas and drive aisles, which shall be relatively flat areas and free of mud, ruts, etc.
  - ☐ Number of proposed parking spaces
  - ☐ Proposed parking spaces and drive aisles and method of delineation
  - ☐ Proposed valet parking or self-parking, if applicable
  - ☐ Proposed rotation of parking areas, if applicable
  - ☐ All access points to roads, driveways, and easements
  - ☐ ADA parking requirements shall be addressed; in order to make reasonable accommodation for persons with disabilities, an unpaved accessible space may be created. Such space shall be identified as follows:
    - ☐ indicate whether line paint, roping off the area, or using orange cones will be utilized
    - ☐ the parking space shall be the standard width for a van-accessible space (16’ wide)
    - ☐ signs shall be placed within the enclosed area that says “disabled parking only”
    - ☐ the ADA space shall be located closest to the seasonal or temporary use activity or on the closest space available that is as level as possible

Note: No West Virginia Division of Highways Entrance Permit is required.

- ☐ I understand that it is the applicant’s responsibility to verify whether deed restrictions or Homeowners' Association covenants prohibit the proposed land use.

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*Signature*

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*Date*

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*Printed Name*