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 GIS/Addressing Office. The GIS/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 GIS/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: __________________________

<table>
<thead>
<tr>
<th>Subdivision Name</th>
<th>City of Charles Town</th>
<th>GIS/Addressing Office</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Approve</td>
<td>Reject</td>
</tr>
<tr>
<td>1st Choice</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>2nd Choice</td>
<td>○</td>
<td>○</td>
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<tr>
<td>3rd Choice</td>
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<td>○</td>
</tr>
<tr>
<td>4th Choice</td>
<td>○</td>
<td>○</td>
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</tbody>
</table>

Signature (City of Charles Town)  Date  Signature (Jefferson County GIS/Addressing)  Date