



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: \$ \_\_\_\_\_

[www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html](http://www.jeffersoncountywv.org/government/departments/planning-and-zoning-department.html)

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

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

Subdivision Ordinance Variance Request

To be used in accordance with the 1979 Subdivision Ordinance - 8/94 Salvage Yard Ordinance

Please note variances to the Subdivision Ordinance must comply with Article 17 of the Ordinance. Sketch on a separate sheet of paper the shape and location of the lot. 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. Sign and date sketch. Provide a vicinity map.

I/We request a variance from the provisions of the 1979 Jefferson County Subdivision Ordinance

Property owner information

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

Applicant contact information

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

Applicant Representatives

Name of Registered Engineer(s) or Surveyor(s): \_\_\_\_\_  
Mailing Address of Engineer(s) or Surveyor(s): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Physical property details

Physical Property 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  
Commerical  
(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)

*Section of Ordinance for which the variance is requested:*

*Please describe the nature of the variance request:*

*Explain why this request is NOT contrary to the public interest:*

*Explain how enforcement of this Ordinance will result in unnecessary hardship:*

*Explain how this request is NOT the result of a self-imposed hardship:*

*Explain how the spirit of this Ordinance will be observed and substantial justice will be done:*

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

Signature of Property Owner

Date

Signature of Property Owner

Date

*Approved/Denied by a vote of \_\_\_\_ for and \_\_\_\_ against this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (Year)*

☐

Approved

☐

Denied