



JEFFERSON COUNTY, WEST VIRGINIA

Department of Engineering, Planning, and Zoning

Office of Planning and Zoning

116 East Washington Street, P.O. Box 338

Charles Town, WV 25414

File Number: _____

Staff Initials: _____

Total Fee(s): _____

Email: zoning@jeffersoncountywv.org

Phone: 304-728-3228

Zoning Certificate Application

The Zoning Administrator shall approve or disapprove issuance of a Zoning Certificate within sixty (60) days of the initial filing date providing the application is complete. A Zoning Certificate shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. Any future change in use or expansion will require processing through the Department of Engineering, Planning, and Zoning to ensure compliance with County regulations.

Property Owner Information

Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Applicant's Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Registered Engineer(s), Surveyor(s), or Consultant(s) Information

Name: _____

Mailing Address: _____

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: _____

Zoning Designation

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)

Type of Certificate

Change in Use	Change in Non-Conforming Use	Change in Owner/Tenant	Cottage Industry	Home Occupation, Level 1	Home Occupation, Level 2	Sign
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If "other", please describe:

How is the property currently used?

Please provide any information or known history regarding this property (ex: previous zoning certificate, site plan, subdivision, variance, etc.).

Give a brief description of your proposal (include separate sheet of paper if necessary)

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. Please specify the number and location of the existing/proposed parking spaces (if necessary).

Original signature of all property owners is required. 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

For Office Use

Restrictions/Conditions

Action Taken
