City of
Ranson
312 South Mildred Street
Ranson, WV 25438-1621
304-725-1010
FAX 304-728-8579

Jefferson County
Addressing Office
116 E. Washington Street, Ste. 201
P.O. Box 250 Charles Town, WV 25414
304-724-6759 ● FAX 304-724-8992
gis@jeffersoncountywv.org

APPLICATION FOR SUBDIVISION NAME RESERVATION

Clearly print the proposed subdivision name(s) and submit this form to the City of Ranson. The City of Ranson will review the proposed subdivision name(s), mark each as approved or rejected, and then forward this form to the Addressing Office. The 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 Addressing Office will retain the original form and send copies to both the applicant and the City of Ranson 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:_____

		City of Ranson		**Addressing Office**	
	Subdivision Name	Approve	Reject	Approve	Reject
1st Choice		○	○	○	○
2nd Choice		○	○	○	○
3rd Choice		○	○	○	○
4th Choice		○	○	○	○

_____ _____
Signature (City of Ranson) Date Signature (Jefferson County Addressing) Date

Updated January 2019