



**JEFFERSON COUNTY, WEST VIRGINIA**  
**Department of Engineering, Planning, and Zoning**  
**Office of Planning and Zoning**

File Number: \_\_\_\_\_

116 East Washington Street, 2nd Floor, P.O. Box 338  
 Charles Town, West Virginia 25414

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Phone: (304) 728-3228  
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**Information Request Form**

**Property Owner Information**

Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant Contact 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 (please check one)**

- |                               |                                   |                               |   |                             |   |  |
|-------------------------------|-----------------------------------|-------------------------------|---|-----------------------------|---|--|
| Residential<br>Growth<br>(RG) | Industrial<br>Commercial<br>(I-C) | Rural<br>(R)                  | Residential-<br>Light Industrial-<br>Commercial<br>(R-LI-C) | Village<br>(V)              | Neighborhood<br>Commercial<br>(NC)              | General<br>Commercial<br>(GC)          |
|                               |                                   | Highway<br>Commercial<br>(HC) | Light<br>Industrial<br>(LI)                                 | Major<br>Industrial<br>(MI) | Planned<br>Neighborhood<br>Development<br>(PND) | Office/Commercial<br>Mixed-Use<br>(OC) |

Received Date Stamp Here

*Give a brief description of your proposal/request. If applicable, 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.*

**Action Taken (office use)**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Walk-In    Email    Phone

Signature

Date