



Jefferson County, West Virginia
 Department of Engineering, Planning and Zoning
Office of Planning and Zoning
 116 E. Washington Street, 2nd Floor
 P.O. Box 716
 Charles Town, West Virginia 25414

File #: _____
 Date Rec'd: _____
 Email:
 Phone:
 Walk-In:

Email: planningdepartment@jeffersoncountywv.org
zoning@jeffersoncountywv.org

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

Information Request Form

Property Owner Information

Owner Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Applicant Information

Same as Owner:

Applicant Name: _____
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Physical Property Details (click for an interactive [Tax Map](#))

Physical Address: _____ Vacant Lot:
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____

Zoning District (click for an interactive [Zoning Map](#))

Give a brief description of your proposal/request. If applicable, provide a sketch of the property that shows the intended construction or land use; building size, setbacks, and height; existing/proposed parking; and, identify existing buildings, structures or land uses on the property.

Office Response:

Email: Mail: Phone: Walk-In:

