



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: _____
 Mtg. Date: _____
 Mtg. Time: _____
 Staff Initials: _____

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zoning@jeffersoncountywv.org

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

Pre-Proposal Conference Application

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: _____

Consultant Information

Consultant 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](#))

Briefly describe the proposed development. Including the number of lots proposed or type of business. If relevant, provide any known history for the property.

Non-Residential (Commercial) Proposals

Sketch depicting lot lines, existing and/or proposed building(s), parking, and signage. Include dimensions.

Subdivision Proposals

- Sketch depicting the current and proposed lot configuration (new lot lines, access easements, etc.)
- Provide deed book and page reference(s) going back to at least October 5, 1988.

Mail response to: Owner: Applicant: Consultant: