



JEFFERSON COUNTY, WEST VIRGINIA

DEPARTMENT OF INFORMATION TECHNOLOGY GIS / ADDRESSING OFFICE



116 East Washington Street • Suite 201
Charles Town, WV 25414
Telephone: (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 Jefferson County GIS/Addressing Office. The GIS/Addressing Office will review, marking each as approved or rejected. Within 60 days you will be notified of which subdivision name that is approved by the GIS/Addressing Office and entered into the official subdivision name index.

The GIS/Addressing Office will retain the original form and send copies to both the applicant and Planning Department 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: _____

**For GIS/
Addressing
Office Use Only**

	Subdivision Name	Approve	Reject
1 st Choice			
2 nd Choice			
3 rd Choice			
4 th Choice			

Signature (Jefferson County GIS/Addressing) Date