



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
 Email: zoning@jeffersoncountywv.org
 Phone: 304-728-3228

File #: _____
 Meeting Date: _____
 Date Rec'd: _____
 Fees Paid: _____
 Staff Initials: _____

Appeal of an Administrative Decision Application

Pursuant to Article 6 of the Zoning Ordinance, the Board of Zoning Appeals shall hear and decide appeals from and review any order, requirement, decision or determination made by an administrative official in regard to the enforcement of this Ordinance or any ordinance adopted thereto. The property owner of the subject appeal shall sign the application or an affidavit allowing an agent for the property owner to file the application which shall be submitted. Such appeal shall be filed with the Board within thirty (30) days from the decision appealed.

Project Name and/or File Number being Appealed

Project Name	File Number
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Appellant Information

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

Appellant Consultant Information

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

Physical Property Details (subject to the Appeal) if applicable

Owner Name: _____
 Mailing Address: _____
 Physical Address: _____ Vacant Lot:
 Tax District: _____ Map No: _____ Parcel No: _____
 Parcel Size: _____ Deed Book: _____ Page No: _____
 Zoning District: _____

Decision/Determination Being Appealed

On a separate sheet of paper describe the nature of the Appeal. Explain the reason/justification for your Appeal in detail.

The information given is correct to the best of my knowledge.

Property Owner Signature*	Date	Property Owner Signature*	Date
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*The **original** signature of the property owner is required. A copy of the signature will not be accepted.