



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: _____
 Fees Paid: _____
 Staff Int: _____

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

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

Zoning Certificate Application

The Zoning Administrator shall approve or disapprove issuance of a Zoning Certificate within sixty (60) days of the initial filing date providing the application is complete. A Zoning Certificate shall become void eighteen (18) months after the date of issuance if the construction or use for which the permit was issued has not commenced. Any future change in use or expansion will require processing through the Department of Engineering, Planning, and Zoning to ensure compliance with County regulations.

Property Owner Information

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

Applicant Contact Information

Applicant Name: _____ Same as owner:
 Business Name: _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Consultant Information

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

Physical Property Details

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

Type of Certificate

Change in Land Use	Change in Nonconforming Use	Change in Owner/Tenant	Agricultural Use*	Sign*
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Occupation, Level 1*	Home Occupation, Level 2*	Cottage Industry*	Accessory Dwelling Unit*	Cell Tower Antenna
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other: _____

*Please consult our office to determine if your Application necessitates an additional Supplemental Handout.

Briefly describe the nature of the request/business. Include information such as hours of operation, number of employees, number of proposed parking spaces (see Sketch Directions below). Note, if a Supplemental Handout is required for your Application than this information may already be addressed.

Project/Business Name (if applicable):

How is the property currently used?

Please provided any known information/history regarding this property (i.e. previous zoning certificate, site plan, subdivision, variance/waivers, etc.).

Sketch Directions: On a separate sheet of paper sketch the shape and location of the lot. Show the location of the intended construction or land use and indicate building setbacks, size, and height. Identify existing easements, roads, buildings, structures, or land uses on the property. Specify the number and location of existing and/or proposed parking spaces (if necessary).

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

Property Owner Signature*

Date

Property Owner Signature*

Date

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