



# 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@jeffcowv.gov



## 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 1<sup>st</sup> 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: \_\_\_\_\_

	Subdivision Name	GIS/Addressing Office	
		Approve	Reject
1 <sup>st</sup> Choice		<input type="radio"/>	<input type="radio"/>
2 <sup>nd</sup> Choice		<input type="radio"/>	<input type="radio"/>
3 <sup>rd</sup> Choice		<input type="radio"/>	<input type="radio"/>
4 <sup>th</sup> Choice		<input type="radio"/>	<input type="radio"/>

\_\_\_\_\_  
Signature (Jefferson County GIS/Addressing)      Date