Town of
Bolivar
60 Panama Street – PO Box 37
Harpers Ferry, WV 25425
(304) 535-2476
FAX (304) 535-1474

Jefferson County
GIS/Addressing Office
116 E. Washington Street, Ste 201
Charles Town, WV 25414
(304) 724-6759
gis@jeffcowv.gov

APPLICATION FOR SUBDIVISION NAME RESERVATION

Clearly print the proposed subdivision name(s) and submit this form to the Town of Bolivar. The Town of Bolivar will review the proposed subdivision name(s), mark each as approved or rejected, and then forward this form to the GIS/Addressing Office. The GIS/Addressing Office will then review, marking each as approved or rejected. Within 60 days you will be notified of which subdivision name that is approved by both entities 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 the Town of Bolivar 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:_____

		Town of Bolivar		**GIS/Addressing Office**	
	Subdivision Name	Approve	Reject	Approve	Reject
1st Choice		○	○	○	○
2nd Choice		○	○	○	○
3rd Choice		○	○	○	○
4th Choice		○	○	○	○

Signature (Town of Bolivar) Date

Signature (Jefferson County GIS/Addressing) Date