

**Corporation of  
Shepherdstown**

P.O. Box 248  
Shepherdstown, WV 25443  
(304) 876-2312  
FAX (304) 876-1473



**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 City of Shepherdstown. The City of Shepherdstown 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. ***Before filling out this form***, please review the Subdivision Name Index online for potential duplicate or confusingly similar names that may prevent the approval of your request. This Index can be found at:

<http://www.jeffersoncountywv.org/county-government/departments/gis-addressing/addressing/road-subdivision-indexes>

The GIS/Addressing Office will retain the original form and send copies to both the applicant and the City of Shepherdstown 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	City of Shepherdstown		GIS/Addressing Office	
		Approve	Reject	Approve	Reject
1 <sup>st</sup> Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 <sup>nd</sup> Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 <sup>rd</sup> Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 <sup>th</sup> Choice		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\_\_\_\_\_  
Signature (City of Shepherdstown)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date