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: planning@jeffcowv.gov
Phone: (304) 728-3228

File #: _____
Fees Paid: _____
Staff Int.: _____

Subdivision or Site Development Application

Application Type

☐ Concept Plan
☐ Preliminary Plat
☐ Final Plat (major/minor)
☐ Site Plan

Project Name: _____
Description: _____

Primary Contact Phone Number (must be a direct line number) _____

Property Owner Information

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

Applicant Information

Same as Owner: ☐

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

Registered WV Engineer or Surveyor or Consultant Information

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

Physical Property Details

Vacant Lot: ☐

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

Additional Parcels (if any)

Physical Property Details

Vacant Lot: ☐

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

Physical Property Details

Vacant Lot: ☐

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