



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 #: _____
 Fees Paid: \$ _____
 Staff Int.: _____

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zoning@jeffcowv.gov

Phone: (304) 728-3228

Boundary Line Adjustment Application

Project Name: _____

Grantor Information

Grantor Name(s): _____
 Grantor Name(s): _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Grantor's Physical Property Information

Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Grantee Information Same as Grantor:

Grantee Name(s): _____
 Grantee Name(s): _____
 Mailing Address: _____
 Phone Number: _____ Email: _____

Grantee's Physical Property Information

Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Attorney Information

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

Registered WV Engineer or Surveyor Information

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

Additional Parcels (if any)

Physical Property Information

Owner Name: _____
 Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____

Physical Property Information

Owner Name: _____
 Physical Address: _____ Lot #: _____
 Tax District: _____ Map No: _____ Parcel No: _____ Deed Book: _____ Page No: _____
 Zoning District: _____ Beginning Acreage: _____ End Acreage: _____