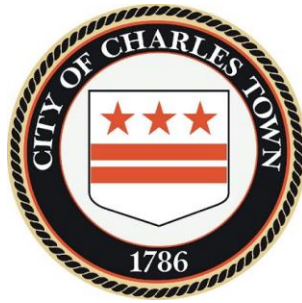


Petition No. \_\_\_\_\_



## PETITION FOR ZONING AMENDMENT

Fee: \$400

### Zoning amendment petitions shall provide the following information:

1. Date \_\_\_\_\_

2. APPLICANT'S NAME\* \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

3. PROPERTY OWNER'S NAME \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

4. LEGAL DESCRIPTION OF THE SUBJECT PROPERTY (list all parcels that apply)

Property Address: \_\_\_\_\_

Tax Map # and Parcel(s): \_\_\_\_\_

Deed Book and Page: \_\_\_\_\_

Property Area in Square Feet or Acres: \_\_\_\_\_

\*Applicants include: Property owner(s), Engineer(s), Surveyor(s), or Consultant(s)

5. PROVIDE SCALED MAP, TO BE ATTACHED, OF THE PROPERTY CLEARLY SHOWING THE PROPERTY'S LOCATION AND PROPERTY AREA IN SQUARE FEET AND/OR ACRES:

---

---

---

---

6. DESCRIPTION OF APPLICANT'S INTEREST IN THE PROPERTY:

---

---

---

---

---

7. DESCRIPTION OF THE EXISTING (OR FORMER) USE(S) OF THE PROPERTY AND CURRENT ZONING:

---

---

---

---

---

8. DESCRIPTION OF THE PROPOSED USE(S) OF THE PROPERTY AND REQUESTED ZONING DISTRICT:

---

---

---

---

---

9. DESCRIBE HOW THE ZONING MAP AMENDMENT WILL BE CONSISTENT WITH THE OBJECTIVES AND POLICIES OF THE COMPREHENSIVE PLAN:

---

---

---

---

---

10. TIME SCHEDULE FOR DEVELOPMENT: (AS APPLICABLE)

---

---

---

---

---

11. PARCEL HISTORY (List all pending or previously approved applications on the subject parcels inventoried above, including previous site plan applications if this application is a site plan amendment)

Application No.	Project Name and Phase	Status	Approval Date

## NOTES

Additional exhibits may be required by the Zoning Administrator such as a lot location survey or site plan showing existing and if applicable, proposed structures, easements, watercourses, curb cuts and description of the uses of adjacent property that are necessary to describe existing or proposed conditions.

Any desire to amend or withdraw this petition must be submitted in writing to the Zoning Administrator. Also, if ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the Petitioner shall be required to immediately advise the Zoning Administrator in writing.

APPLICANT'S CERTIFICATION

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Section 1321.12 and relevant provisions of the Charles Town Zoning Ordinance outlining the Zoning Amendment procedures.

Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) (If different than Applicant)

\_\_\_\_\_ Date \_\_\_\_\_

Please submit an original completed petition to the following:

Zoning Administrator  
City of Charles Town  
101 E. Washington Street  
Charles Town, WV 25414

---

**FOR CITY USE ONLY**

Application Number: \_\_\_\_\_ Date Petition Received: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

City Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_