



ZONING USE PERMIT APPLICATION

ZONING ORDINANCE SECTION 1321.09,

FEE \$20

A Zoning Permit is a certification of property Use and shall be required for any of the following activities:

- **Construction, reconstruction, erection, extension, enlargement, conversion, or structural alteration of any Building, including Accessory Structures;**
- **Change in Use of an existing Building or Accessory Structure to a Use of a different classification;**
- **Occupancy and Use of vacant land;**
- **Change in the Use of land to a Use of a different classification;**
- **Any change in a Legally Nonconforming Use; and**
- **Any Temporary Uses as defined under the Zoning Ordinance of the City of Charles Town.**
- **Any sale or change in ownership of existing building.**

A Zoning Permit is issued subject to continued compliance with all requirements and conditions of the Zoning Ordinance and other regulations enacted by the City of Charles Town, all as in effect at the time of issuance of the Zoning Permit, and may be revoked for noncompliance.

A floor plan/sketch must to be included with application. Renter's or Lessee's: floor plan/sketch of space intended to occupy. Building Owner's or Lessor's: floor plan/sketch of entire building.

All Zoning Permit applications will be approved in accordance with the procedures outlined under Zoning Ordinance Section 1321.09.

1. APPLICANT'S NAME* _____

Address: _____

Telephone Number (____) _____

Email Address _____

2. PROPERTY OWNER'S NAME _____

Address: _____

Telephone Number (____) _____

Email Address _____

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

Property Address: _____

Tax Map # and Parcel: _____

4. DESCRIPTION OF PROJECT AND PROPOSED USE(S) OF THE PROPERTY:

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

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

6. HAS THE PROPERTY BEEN THE SUBJECT OF ANY COURT ACTION?

No

Yes (Please specify nature of all proceedings and current status and attach any documents showing court decisions, etc.)

8. 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

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 1321.09 and relevant provisions of the Charles Town Zoning Ordinance outlining the City’s Zoning Permit application and approval 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 Application Received: _____

Paid:\$ _____ Check No. _____ Receipt No. _____

Zoning Administrator Approval: _____ Date: _____

Building Official Acknowledgement: _____ Date: _____

Comments: _____



City of Charles Town

Department of Community Development
Division of Building Inspection and Code Compliance

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 724-3248 ♦ Fax: (304) 725-1014 • Web: www.charlestownwv.us

AUTHORIZATION OF AGENT TO ACT ON BEHALF OF PROPERTY OWNER

This form is to be completed in its entirety by the property owner when another party is applying for a Zoning Use Permit Application as a Lessee. This affidavit certifies the party listed as Property Owner is the owner of the Property Address and grants the Applicant authorization to submit a Zoning Use Permit Application to obtain a Certificate of Occupancy, as applicable.

PROPERTY OWNER	
Project Property Address	
Property Owner's Last Name	Property Owner's First Name
Property Owner's Email Address	Property Owner's Email Address
Property Owner's Address (if different from Project Property Address)	

I, _____, hereby authorize _____
(Owner Name) (Applicant Name)

to apply for a Zoning Use Permit Application to obtain a Certificate of Occupancy as a

Lessee for the property known as _____
(Physical Address)

in Charles Town, West Virginia.

Owner's Signature:

Date:
