ZONING USE & CERTIFICATE OF CONTINUING OCCUPANCY PERMIT APPLICATION

FEE $25

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

- 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;
- Any Temporary Uses as defined under the Zoning Ordinance of the City of Charles Town;
- Any sale or change in ownership of existing non-single family detached/attached or duplex buildings; and
- Construction, reconstruction, erection, extension, enlargement, conversion, or structural alteration of any Building, including Accessory Structures

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.

All Zoning Permit applications will be approved in accordance with the procedures outlined under Zoning Ordinance Section 1321.09. Per the Zoning Ordinance, refunds are not issued for denied permits.

Pursuant to Zoning Ordinance Section 1321.08 and Codified Ordinance Section 1742.01, an inspection shall be conducted to ensure compliance with the Ordinance. Periodic inspections of buildings used for commercial and industrial purposes are necessary to protect the public's health, safety, and welfare and provide an opportunity to better assist owners in ensuring the safety of occupants and the public

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), or Consultant(s)

6. A COMPLETE FLOOR PLAN OF THE STRUCTURE, TO INCLUDE:

-Each room labeled by use

-All exits and staircase to be shown and labeled

-All common areas, storage rooms, or unused area to be labeled

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

☐ No

☐ Yes (Please specify nature of all proceedings and current status)

_____

_____

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 application to the following:

At City Hall:

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

Or

Via Mail:

Zoning Administrator
City of Charles Town
PO BOX 14
Charles Town, WV 25414

FOR CITY USE ONLY

Application Number:_____ Date Application Received:_____

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

Zoning Administrator Approved or Denied _____ Date: _____

Zoning Administrator Signature _____

Building Official Signature:_____ Date:_____

Comments:_____

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