



# Corporation of Harpers Ferry

1000 WASHINGTON STREET • P.O. BOX 217

Harpers Ferry, West Virginia 25425

304-535-2206 • FAX 304-535-6520

Wayne Bishop,  
Mayor

BARBARA HUMES, JAY PREMACK, ED WHEELLESS, CHRISTIAN PECHUEKONIS, NANCY SINGLETON CASE, COUNCIL MEMBERS  
KEVIN CARDEN, RECORDER

May 17, 2021

Ms. Christy Huddle  
1220 West Ridge Street  
Harpers Ferry, WV 25425

E Mail: [huddlec@yahoo.com](mailto:huddlec@yahoo.com)

RE: FOIA Request – Harpers Ferry Assigned #2021-0007

Christy,

In response to your FOIA request dated May 8, 2021, attached please find a copy of the Town Permit issued in accordance with Section 909.03 regarding the property on Cambridge Street.

This letter closes FOIA request #2021-0007.

Sincerely,

*Pat Morse*

Pat Morse  
Office Coordinator

Enc.

cc: Mayor, Recorder and Town Council

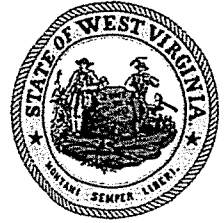
Historic District  
Where The Shenandoah Meets The Potomac



# CORPORATION OF HARPERS FERRY

1000 Washington Street • PO Box 217 • Harpers Ferry WV 25425

Tel 304-535-2206 • www.harpersferrywv.us

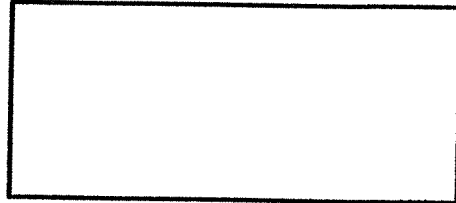


# TOWN PERMIT

Permit issued to:

Property Owner (if different from issuee):

Mr. Stuart McIntyre  
5901 Mt. Eagle Drive  
Alexandria, VA 22303  
Phone: 703-403-9272  
Phone: 703-329-9545  
E-mail: stuartmcintyre@cox.net



Worksite street address / location: Cambridge Street Right-of-Way (ROW), north of West Ridge  
Street, Harpers Ferry, WV 25425

Description of permitted work:

*This permit grants the use of the Cambridge Street public right-of-way (ROW), that portion north of West Ridge Street, and grants the temporary improvement of said public ROW, pursuant to all design standards and conditions as set forth on page two (2) and attached hereto.*

Permit No: 2020-001

Estimated Cost: \$2,500.00

Expiration: Upon the issuance of a final occupancy permit for a new home to be permitted and constructed on Lot 9A, Block "O", Harpers Ferry, or two (2) years from the date of issuance of this permit, whichever occurs first; notwithstanding, that the Corporation of Harpers Ferry may, at its discretion, exercise its legal right to reassume maintenance of the right-of-way at an earlier date, if deemed necessary.


All work must be performed in accordance with this signed and stamped Town Permit, which will remain on file in Town Hall, 1000 Washington Street, Harpers Ferry, WV 25425.

Initials:

SM


Date:

11/12/2020

 11/12/20<sub>1</sub>

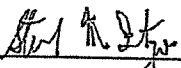
**The Corporation of Harpers Ferry (Town) issues this permit granting the use of the Cambridge Street public right-of-way (ROW), that portion north of West Ridge Street, and granting the temporary improvement of said public ROW, pursuant to all design standards and conditions as set forth below and attached hereto.**

- (1) In granting use, the public ROW improvement will be for access only; is for public use and is not a private drive; and no private or public parking on the improved public ROW is permitted;
- (2) Initial cost and continued maintenance costs, to include winter maintenance, are to be borne by the property owner, as permit applicant, until such time as the Corporation of Harpers Ferry should vote otherwise, relieving the property owner / applicant of said maintenance cost(s) obligation; with said vote occurring upon the issuance of a final occupancy permit for a new home to be permitted and constructed on Lot 9A, Block "O", Harpers Ferry, or two years from the date of issuance of this permit, whichever occurs first; notwithstanding, that the Corporation of Harpers Ferry may, at its discretion, exercise its legal right to reassume maintenance of the right-of-way at an earlier date, if deemed necessary;
- (3) The public ROW improvement must be designed in such a manner as to prevent soil accumulation on the road surface, and prevent sediments and runoff drainage from impacting neighborhood properties and the adjacent intermittent streambed;
- (4) The public ROW improvement is to extend no further than 200 feet from the north paved edge of West Ridge Street and be a width of 12 feet across, which excludes the sloped drainage areas to each side; be graded down to a minimum of six inches in depth; and positioned with one edge at the approximate future centerline of the ROW, with the 12-foot width of the road on the east side of the ROW, adjacent to the property owner's / applicant's property, allowing for future public utility easements to the west of the new road;
- (5) The public ROW improvement must be constructed of pervious material, specifically CR6 or CR8 roadbed gravel;
- (6) With exception of the width, the public ROW improvement must be constructed to the Typical Roadway Section Without Curb and Gutter, contained within the City of Charles Town's design standards, "Appendix A: Typical Roadway Sections", page 4 (attached hereto and to official meeting minutes);
- (7) Prior to commencing construction, the owner / applicant must provide, and submit for review to the Town, evidence of insurance coverage for the contracting company responsible for the road construction project. The contractor's insurance company must provide a policy reflecting a minimum limit of \$1 million and the insurance company's declaration sheet, naming the Corporation of Harpers Ferry as an additional insured on the policy; and
- (8) Prior to commencing construction, the owner / applicant must provide, and submit for review to the Town, evidence of a Performance Bond in the sum of \$2,500, which secures the faithful performance by the contractor of completion of the road construction project. The bond must be issued by a surety authorized to do business in the State of West Virginia, contain the original notarized signature of an authorized officer of the surety company, be unconditional, and remain in force during the entire term of the road construction project. The bond shall be released if the contractor promptly and faithfully performs all terms and conditions as set forth in this permit, as determined upon final inspection, and the bond release form is executed by the Corporation of Harpers Ferry.

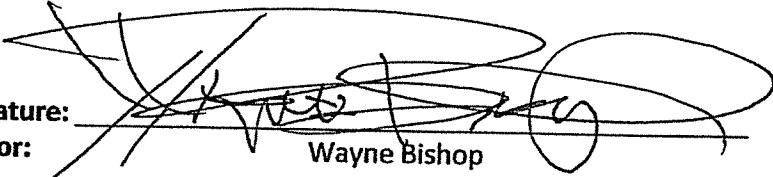
Initials:	Date:
SM	11/12/2020
	11/12/2020

I hereby certify that (1) I have read, understand, and will comply with the terms and conditions as set forth herein, and as attached hereto, (2) that all work must adhere to all relevant portions of the ordinances of the Corporation of Harpers Ferry, (3) that I will comply with all provisions of state and municipal laws and ordinances governing my application for this permit, whether specified herein or not, (4) that town staff may visit and photograph the subject town-owned, right-of-way property during construction, (5) that town staff, or others authorized by the Town to do so, may perform reasonable site inspections as required to determine compliance, and (6) that this permit, including all attached documents, submitted documents, and staff photos relating to this request, is public information and can be made available upon request.

Date: 11/12/2020

Signature:   
Applicant: Stuart McIntyre

Date: 11/12/20

Signature:   
Mayor: Wayne Bishop