

Corporation of Harpers Ferry

Listed on the National Registry of Historic Places

1000 W Washington Street • P.O. Box 217 • Harpers Ferry, West Virginia 25425

304-535-2206 • Fax: 304-535-6520

APPLICATION FOR CHANGE OF ZONING (Zoning Map Amendment)

Applicant	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	I hereby certify that (1) I am the owner or that I have the authority of the owner to make application, (2) I have read and understand the accompanying instructions, (3) the information given is correct and (4) all provisions of state and municipal laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of a zoning change does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the subject property. I understand that (1) Town staff may visit and photograph the subject property; (2) a Notification of Rezoning Sign will be placed on the property, and (3) this application, including all submitted documents and staff photos relating to this zoning case, is public information and can be made available upon request. _____ Signature of Applicant _____ Date _____
	Owner	
Property	Street Address _____ Block and Lot Number(s) _____ Total Acreage/Lot Size _____ Existing Zoning <input type="checkbox"/> Residential District <input type="checkbox"/> Business District Requested Zoning <input type="checkbox"/> Residential District <input type="checkbox"/> Business District Are there buried utilities or easements on the property? <input type="checkbox"/> No <input type="checkbox"/> Yes (When a plat is required, please show all easements)	

For Official Use Only

Date Received _____ Fees Paid _____
Received By _____ Deposits Paid _____
Receipt Number _____

**TOWN COUNCIL
APPROVAL
STAMP**

Conditions of Approval _____

Rationale for Denial _____

Application Number _____

Rev. 05-2017

FEE SCHEDULE

Application Fee \$ _____ (\$25.00)

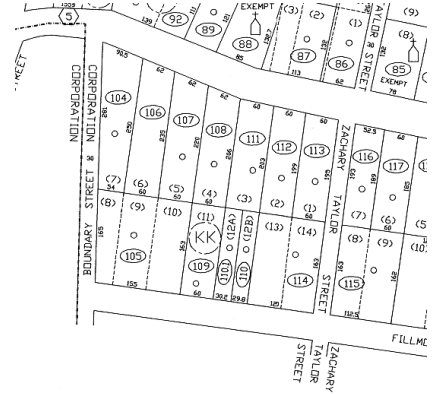
If the Planning Commission or the Town Council determines that a subject matter expert is required, additional fees may apply. For projects greater than \$1.5 million, request Fee Schedule Addendum from Town Clerk.

INSTRUCTIONS

State code requires that requests for a change in zoning be decided by the Town Council.

Block and lot numbers can be found on the Howell Brown maps in the Town Hall or at the county clerk's office in Charles Town. Tax map and parcel number can be found on the tax assessor's map. A parcel is composed of one or more lots. In the assessor's map, block numbers are shown in a dashed circle and lot numbers are in parentheses. The parcel number is inside a solid oval. Dashed lot lines indicate lots included in a larger parcel, bounded by solid lines. Deed book and page number can be found by clicking on the Jefferson County Document Inquiry link at <https://www.jeffersoncountywv.org>.

Certified Zoning Maps must be filed with the Town Clerk, the Town Recorder, the Planning Commission, and the Clerk of the County Commission of Jefferson County.



SUPPORTING DOCUMENTATION

This application must include a sketch plat of affected parcels with building set-backs shown on the plat and the distance from each structure to the property lines. In addition, the applicant must provide a Statement of Justification which addresses the following concerns:

- (a) Whether the proposed zoning district classification is consistent with the Comprehensive Plan.
- (b) Whether there are any changed or changing conditions in the area affected that make the proposed rezoning appropriate.
- (c) Whether the range and intensity of uses in the proposed zoning district classification are compatible with the uses permitted on other property in the immediate vicinity.
- (d) Whether adequate utility, sewer and water, transportation, and other facilities exist or can be provided to serve the uses that would be permitted on the property if it were rezoned.
- (e) The impact of the proposed rezoning on storm water runoff.
- (f) The effect of uses allowed by the proposed rezoning on the structural capacity of the soil.
- (g) The effect of uses allowed by the proposed rezoning on the volume of vehicular (including construction) traffic and on traffic and pedestrian safety.
- (h) Whether a reasonably viable economic use of the subject property exists under the current zoning.
- (i) The effect of the proposed rezoning on the environment or natural features, wildlife habitat, vegetation, water quality and air quality.
- (j) Whether the proposed rezoning encourages economic development activities in areas designated by the Comprehensive Plan and provides desirable employment and enlarges the tax base.
- (k) Whether the proposed rezoning considers the current and future requirements of the community as to the use of the land.
- (l) Whether the proposed rezoning encourages the conservation of existing properties, particularly contributing resources, and their values.
- (m) Whether the proposed rezoning considers trends of growth or changes, employment, and economic factors, the need for housing, probable future economic and population growth of the town.
- (n) The effect of the rezoning on natural, scenic, archaeological, or historic features of significant importance.