

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

ZONING COMPLIANCE PERMIT APPLICATION

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. I understand that Town staff may (1) visit and photograph the subject property, (2) perform reasonable site inspections as required to determine compliance, and (3) that this application, including all submitted documents and staff photos relating to this request, is public information and can be made available upon request. Further, I understand that any deviation from the application as requested requires the express written approval of the Ordinance Compliance Officer or the Mayor's designee. _____ Signature of Applicant _____ Date
Owner	Name _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	
Contractor	Company Name _____ Contact _____ Mailing Address _____ City _____ State _____ Zip _____ E-Mail _____ Daytime Telephone _____ Evening Telephone _____	All building contractors and sub-contractors are required to have Corporation of Harpers Ferry and State of West Virginia business licenses while working in the Town of Harpers Ferry and to remit required B&O tax for work performed (Article 735). _____ WV License Number _____ Harpers Ferry License Number Will subcontractors be involved? <input type="checkbox"/> No <input type="checkbox"/> Yes (contact information and license information must be provided for all subcontractors on a separate sheet)
Property	Street Address _____ Block and Lot Number(s) _____ Total Acreage/Lot Size _____ Existing 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)	
Description of Work	Please check all of the following that apply to this project: <input type="checkbox"/> New construction (creates new structures) <input type="checkbox"/> Enlargement/On-Site Relocation (enlarges or moves an existing structure) <input type="checkbox"/> Demolition/Off-Site Relocation (removes existing structures) <input type="checkbox"/> Alteration/Reconstruction (changes in exterior materials, design or existing appearance from a street or public way) <input type="checkbox"/> Disturbs 5,000 sq. ft. of land or more	Briefly describe the work to be performed _____ _____ _____ _____ _____

For Official Use Only

Date Received _____	Received By _____	<input type="checkbox"/> Within Historic District Overlay (Part 13 App. A)	<input type="checkbox"/> Contributing Structure
Fees Paid _____	Receipt Number _____	<input type="checkbox"/> Site Plan Required (1303.04(b))	
Deposits Paid _____	BZA Case Number _____	<input type="checkbox"/> Invokes Stormwater Management regulations (1713)	
		<input type="checkbox"/> Within floodplain, floodway or other flood hazard area (1711, see map Town Hall)	



Conditions of Approval _____

 Rationale for Denial _____

Application Number _____

Rev. 03-2023

SUPPORTING DOCUMENTATION

The following are required of all Zoning Compliance Permit Applications unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Perspective drawings or photographs	<input type="checkbox"/>	<input type="checkbox"/>	
Exterior views and elevations drawn to scale (1/4" = 1 foot)	<input type="checkbox"/>	<input type="checkbox"/>	
Building materials list	<input type="checkbox"/>	<input type="checkbox"/>	
The following are required of all Site Plans (1303.04(c)) unless administratively waived:	Provided	Not Provided (Waiver Sought)	Waiver approved when initialed and rationale provided below by Authorized Town Official
Lot lines and easements	<input type="checkbox"/>	<input type="checkbox"/>	
Roof plan of building (i.e. view of building from above)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing and proposed structures and permanent signs	<input type="checkbox"/>	<input type="checkbox"/>	
Location of existing trees 6" or greater diameter at breast height, indicating which trees are proposed to be removed and the area of disturbance (1104)	<input type="checkbox"/>	<input type="checkbox"/>	
Location of off-street parking and any loading spaces	<input type="checkbox"/>	<input type="checkbox"/>	
Location and dimensions of street and right-of-way dedications	<input type="checkbox"/>	<input type="checkbox"/>	
Location of points of entry and exits for vehicles and pedestrians and internal vehicle circulation patterns upon the property	<input type="checkbox"/>	<input type="checkbox"/>	
Location of any Fences and Retaining Walls and indication of their height and material of construction	<input type="checkbox"/>	<input type="checkbox"/>	
Location of exterior lighting devices	<input type="checkbox"/>	<input type="checkbox"/>	
Locations of all paved and Impervious Surfaces and Landscaped Areas	<input type="checkbox"/>	<input type="checkbox"/>	
Location of all new water and sewer taps and laterals	<input type="checkbox"/>	<input type="checkbox"/>	

Depending on the size and scope of project, the Board of Zoning Appeals may also require additional supporting documentation.

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Authorized Town Official (person granting the waivers shown above and recording the inspections below)

Name _____

Title _____

Signature _____

Date _____

Record of Inspections

Inspection	Date Completed	Waived
Prior to all removals		<input type="checkbox"/>
Prior to placement of foundation or footers		<input type="checkbox"/>
When framing is completed		<input type="checkbox"/>
At project completion		<input type="checkbox"/>

Application Number _____

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FEE SCHEDULE

(1303.06)

Estimated Project Cost.....\$ _____

Application Fee\$ _____ (\$25/non-refundable)

Zoning Compliance Permit and/or Site Plan Fee \$ _____ (\$10 for every
\$1,000.00) Inspection Fee¹.....\$ _____ (see guidelines below)

Floodplain Review².....\$ _____ (see guidelines below)

Stormwater Technical Review Fee³.....\$ _____ (\$25 administrative fee; \$2000 deposit)

Total amount of fees payable to the Town\$ _____

New Sewer Service

Sewer Utility Service Fee payable to the Harpers Ferry Water Works
\$ _____ (applicant to consult with HF-B PSD)

Sewer Utility Tap Fee payable to the HF-B PSD
\$ _____ (\$350)

New Water Service payable to the Harpers Ferry Water Works

Capital Capacity Improvement Fee.....\$ _____ (see 905.04 Rate Schedule 3)

Water Utility Tap Fee\$ _____ (\$750)

If the Board of Zoning Appeals determines that a subject matter expert is required, additional fees may apply⁴. For projects greater than \$1.5 million, request Fee Schedule Addendum from Town Clerk. Zoning Compliance Permits are valid for two years. Upon written application to the Ordinance Compliance Officer or the Mayor's designee, extensions for permits about to expire may be granted. There is a fee of \$25.00 for each permit extension.

¹ Guidelines for Inspection fees:

- (A) For an application with an estimated project cost less than \$500.00, the inspection fee is \$25.00 per inspection (maximum three inspections);
- (B) For an application with an estimated project cost from \$500.00 to \$2,000.00, the inspection fee is 0.05 times the estimated project cost per inspection (maximum three inspections);
- (C) For an application with an estimated project cost of over \$2,000.00, the inspection fee is \$100.00 per inspection (maximum three inspections);

A minimum deposit for two inspections is required at the time of application. For complex projects, additional inspections may be required, but a maximum deposit for no more than three inspections may be required at the time of application. Inspections for compliance with the permit application are required (1) prior to all removals, (2) prior to placement of foundation or footers, (3) when framing is completed, and (4) at project completion. Inspection fees are refunded for waived inspections.

² Guidelines for Floodplain Review fees:

An application for proposed development determined to be occurring in an identified floodplain, floodway or other flood hazard area must be accompanied by an additional fee based upon the estimated value of the proposed construction at the following rate:

Type of Development	Fee
1 & 2 family dwelling	\$1.00 per \$1,000.00
Accessory structures	\$1.00 per \$1,000.00
Any other structure	\$1.00 per \$1,000.00
Site plans, grading & filling (additional fee)	\$50.00 per acre or part thereof
Floodway development reviews	\$1.00 per \$1,000.00

The Floodplain Administrator may determine a different value for the proposed construction and apply the above rates for an adjusted fee amount.

³ Stormwater Technical Review Deposit

If the cost of the technical review exceeds the initial \$2,000 deposit, an additional \$2,000 deposit will be required.

⁴ Guidelines for Deposits

- (A) The Board of Zoning Appeals may require expert consultants to evaluate your application. If so, you will be informed in writing that such a deposit is required before approval can be made.
- (B) For an application within the floodplain, the Floodplain Administrator may require a deposit. If so, you will be informed in writing that such a deposit is required before approval can be made.

INSPECTIONS

To schedule an inspection, call the Town Hall during regular business hours. Please have the following information ready before calling to schedule an inspection:

1. Owner name, address and/or block & lot number.
2. Type of inspection requested (removal, foundation or footers, framing, or final)
3. Name and phone number of the person scheduling the inspection.

Inspections scheduled by close of a Town business day will be performed within the next two business days (48 hours).

NO APPOINTMENTS WILL BE MADE FOR INSPECTIONS.

ALL WORK SCHEDULED FOR INSPECTION MUST BE COMPLETED AND READY FOR INSPECTION BY 8:00 A.M. THE FOLLOWING DAY. INCOMPLETE WORK IS SUBJECT TO REJECTION AND PAYMENT OF A REINSPECTION FEE PRIOR TO RESCHEDULING OF THE INSPECTION.

TOWN INSPECTIONS DO NOT COVER FIRE, SAFETY OR BUILDING CODES. FOR THOSE INSPECTIONS NOT REQUIRED BY THE TOWN, WE STRONGLY RECOMMEND THAT THE APPLICANT ENLIST THE SERVICES OF A PROFESSIONAL INSPECTOR.

INSTRUCTIONS

Provide the Zoning Compliance Permit Application form with all the information completely filled-in.

Please provide one printed copy of this application with all supporting documentation to Town Hall. An equivalent set should also be sent electronically.

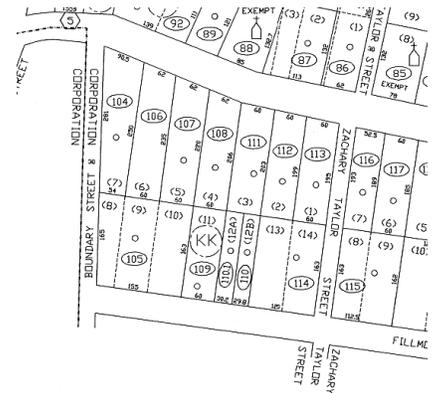
The permit fee and any deposit amounts required (check or money order) are payable to the Corporation of Harpers Ferry must accompany the application before the application will be considered.

Your permit will be considered only after the Zoning Compliance Permit Application is complete and all applicable fees are paid. Allow approximately ten (10) business days for administrative review after all of the above items are received by this office. An application which cannot be approved administratively by the Ordinance Compliance Officer or Mayor's designee will be forwarded to the Board of Zoning Appeals. To avoid delay, we recommend that applications be submitted and paid in full by the first Monday of the month to be considered by the Commission(s).

The permit holder is required to pay any necessary Jefferson County impact fees directly to the county before the Corporation of Harpers Ferry will issue the applicant their final project permit. Proof of payment is required by the Town. The Jefferson County Department of Impact Fees may be reached at 304-728-3331.

Newly constructed homes require a "911 address" be assigned to them by Jefferson County. Information about 911 addresses may be obtained at 304-724-6759.

Block and lot numbers can be found on the S. 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://jeffersoncountywv.org>.



You must comply with the Historic District Standards and Guidelines (Part 13 Appendix A, copies available at Town Hall and on the Town website).

For Zoning Compliance Permit approval, a Site Plan is also required except for:

1. Projects approved at the administrative level by the Ordinance Compliance Officer or the Mayor's designee;
2. The relocation of any residential accessory building or structure less than 500 square feet in area and when such building or structure is relocated within 100 feet of its then existing location and on the same lot and is within setbacks; or
3. Projects where the existing footprint of the structure is not disturbed.

For all projects requiring a Site Plan and which are valued over \$100,000, you must comply with the Standards for Project Activities (Part 13 Appendix B, copies available at Town Hall and on the Town website).

The construction of one single-family residence, or additions or modifications to existing single-family residential structures are exempt from the Stormwater Management ordinance. However:

1. The property owner is responsible for preventing soil accumulation on the road surface as a result of the construction, addition, or modification.
2. The property owner must prevent sediment and runoff drainage from impacting neighboring properties as a result of the construction, addition, or modification.
3. By signing this application form, the applicant attests to the following: "In lieu of submission of a Stormwater Management Plan for the construction of this single-family dwelling, I agree to comply with any reasonable requirements determined necessary by employees of the Corporation of Harpers Ferry in accordance with published Harpers Ferry Standards for Construction Activities. Such requirements are based on the conservation standards contained in the Town's Stormwater Management Ordinance and represent the minimum practices necessary to provide adequate control of erosion and sedimentation on or resulting from the project. I further understand that failure to comply with such requirements following notice by the representatives of the Town could result in a citation for violation of the Stormwater Management Ordinance."