



Application for Change of Use

104 N King St
PO Box 248 (for mailing)
Shepherdstown, WV 25443

Application # _____

This permit is required before any building where there is a change of use or zoning. Applications for such permits shall be made by the owner of the premises or his authorized agent, to the Planning Commission. Such permits shall be granted or refused within sixty (60) days. Fee is \$50.00 and needs to accompany this application. Reference Title 9, Section-903.

Property address of proposed occupancy: _____

Applicant's name: _____

Mailing address: _____

(Applicant's)

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____

Property owner's name: _____

(If different than applicant)

Mailing address: _____

_____ City _____ State _____ Zip

Telephone: _____ **Email:** _____

Current zoning: _____ **Current use:** _____

Note: Reference [this map](#) for zoning Classifications.

Description of change:

Checklist for change of use permit

Are you changing the use of this or any part of this building? Yes _____ No _____

- _____ From residential to commercial
- _____ From commercial to residential
- _____ Different type of commercial entity
- _____ Different type of residential entity



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Prior to your application being accepted you are required to provide the following:

(Please initial each indicating it has been provided)

- _____ Written permission from owner of property
- _____ Platt of Property showing location of building with setbacks from boundaries.
- _____ Proposed required off street Parking. (See 9-207)
- _____ For change of use from residential to commercial, a scale drawing of building showing exact dimensions of Proposed commercial floor space

Attach documents specified on the checklist. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission's approval. Application must be signed by owner or their agent.

Date: _____

Signature: _____
(Applicant)

Print Name: _____

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____

Signature: _____
(Owner)

Print Name: _____

For Office Use:

Zoning Officer Comments:

Fee Paid

Date Paid