



Board of Appeals Hearing Request

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

Application # _____

To be completed by applicant or their legal agent. Town staff and Board of Appeals members cannot give advice on the substance of your appeal. Only aggrieved persons may file an appeal. There is a \$100 bond required for making a hearing request. [Please reference Title 9, Section-1006.](#)

Property address for which appeal is being made: _____

Applicant's name: _____

Mailing address: _____

_____ City _____ State _____ Zip

Telephone: _____ Email: _____

Owner's name: _____

(if not the Applicant)

Mailing address: _____

(if not the Applicant)

_____ City _____ State _____ Zip

Telephone: _____ Email: _____

(if not the Applicant)

State your request with specifics:

Type of appeal:

(Please indicate)

- _____ Variance
- _____ Continuation of non-conforming use
- _____ Special Exception
- _____ Decision of Planning Commission

Aggrieved person status:

(Please indicate)

- _____ A person who has been denied by the Planning Commission in whole or in part, the relief sought in any application or appeal
- _____ A person who will suffer peculiar injury, prejudice or inconvenience beyond that which other residents of the municipality may suffer

Date: _____

Signature: _____

(Applicant)

Print Name: _____

Date: _____

Signature: _____

(Owner)

Print Name: _____



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Definitions

Variance

The Planning Commission correctly applied the ordinance requirements to your request; however, you request a variance from the requirements of the ordinances.

Special Exception

The Planning Commission correctly applied the ordinance requirements to your request; however, the ordinance allows for a special exception in R-1 and R-2 districts. They are listed in Section 9-505 of the Planning and Zoning Ordinance.

Continuation of non-conforming use

Any lawful use of land or structures existing at the time of the adoption of Planning and Zoning Ordinance or subsequent amendment to the ordinances may be continued with limitations.

Appeal of decision of the Planning Commission

You disagree with the Planning Commission's decision. You feel the Planning Commission erred in applying the ordinance to your requests.

For Office Use:

Zoning Officer Comments:

Bond Paid

Date Paid