



# 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 their authorized agent, to the Planning Commission and Town Council. 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 change:** \_\_\_\_\_

**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
- Plat of property showing location of building with setbacks from boundaries.
- Proposed required off street parking. (See Title 9, Section 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 or Town Council at any reasonable time in order to determine compliance with this permit. 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 change. This must be done prior to submission of application.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Owner)

**Print Name:** \_\_\_\_\_

For Office Use:

Zoning Officer Comments:

Fee Paid  
  
Date Paid