

PRINT OR TYPE CLEARLY

Application For Building Permit

Town of Shepherdstown, West Virginia

Applicant's Name: _____

Address: _____

Day Time Telephone Number: _____

Property Owner's Name: _____

Address: _____

Day Time Telephone Number: _____

Street Address of Proposed Work: _____

Lot Number/Legal Description: _____

Current Zoning: _____ **Current Land Use:** _____

Note: See zoning maps at Town Hall for correct zoning classification

Description of Work: _____

Change of Use? Example- Residential to Commercial or Commercial to Residential

From _____ To _____

Cost Estimate _____ **Category of Proposed Work:** _____

Contractor performing work _____

Comments from Zoning Officer

Office Use Only
Fee Paid _____
Date Paid _____

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Checklist of Required Information for Applications

Provide information required for appropriate category of work:

Category I- Minor Projects such as fences, painting, signs, awnings or other minor changes:
_____ Photographs or drawn elevation views of the proposed work sites (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

Category II- Accessory Buildings, sidewalks, driveways, decks, garages, storage buildings, or carports.

Category III- Single Family Dwellings and non-profit tax exempt organizations

Category IV- Commercial/Industrial, Multi-Family Residences and/or additions

Categories II thru IV:

_____ **SITE PLAN** is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawing shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

- _____ Proposed landscaping (height & type)
- _____ Gross & net land area of property
- _____ Setback from property boundaries
- _____ Existing & proposed topography (only if regrading of the property is required)
- _____ Existing & proposed accessory structures
- _____ Existing & proposed street right-of-way & entrance
- _____ Sidewalk, handicap access, Category IV only
- _____ Existing & proposed utility easements (location & widths)

_____ **MATERIAL AND COLOR SAMPLES** for exterior finishes

_____ **ELEVATIONS**, drawings indicating height of proposed structures, materials, and window and door arrangements

_____ **ZONING INFORMATION** shall be defined in the application as required:

- _____ Dwelling density- net (residential application only)
- _____ Flood plain designation if any (mapping available in Town Hall)
- _____ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions

Category V- Demolitions:

- _____ Historic designation of structures to be demolished (documents available in Town Hall)
- _____ Complete description of structure(s) or part(s) of structure(s) to be demolished.

Section 9-905 Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense.

Please read the following paragraph carefully and sign.

Attach documents specified in the checklist on the back of this application. 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 his/her agent.

Date: _____ Applicant’s Signature: _____

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: _____ Owner’s Signature _____

Print Name _____

Application Number _____ - _____
AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF
THE CODE OF SHEPHERDSTOWN RELATING TO
BUILDING PERMIT FEE SCHEDULE

THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:

Section 9-902 of Chapter 8 paragraph XIV be amended as follows:

Category I: Minor projects such as painting, awnings, porch railings, window boxes, air conditioner units, satellite dishes, propane tanks, window replacement, signs, or other minor changes 20.00

Category II: Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports \$35.00

Category III: Single family dwelling major changes excluding additions, non-profit tax exempt organizations 100.00
Plus \$1.00 per \$1,000.00 value over \$50,000.00

Category IV: Additions, commercial-industrial, multi-family residences \$250.00
Plus \$1.00 per \$1,000.00 value over \$50,000.00

Category V: Demolition and permit extensions \$25.00

The Planning Commission shall categorize any request not specifically listed in the above categories.

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit would be charged.