



Application Number \_\_\_\_\_ - \_\_\_\_\_

# Application for Project Permit

## Corporation of Shepherdstown, West Virginia

Should you have any questions regarding this application, please contact:

**Andy Beall** (Phone 304-876-6858, E-Mail [abeall@shepherdstown.us](mailto:abeall@shepherdstown.us))

PLEASE PRINT OR TYPE CLEARLY

**Applicant's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Day Time Telephone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**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

**Detailed Description of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Cost Estimate:** \_\_\_\_\_ **Project Category** (Descriptions on Next Page): \_\_\_\_\_

**Contractor performing work:** \_\_\_\_\_

*A copy of the contractor's Shepherdstown business license or license application must be attached. The applicant is responsible for making sure all contractors working on this project have a Shepherdstown business license (which can be applied for at town hall). Work started without a business license could result in a stop order on the project.*



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**Corporation of Shepherdstown, West Virginia**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work:

**Category I- Minor Projects such as painting, awnings, porch railings, window boxes, air conditioner units, satellite dishes, propane tanks, signs or other minor changes.**  
**(And Category III, Window & Roof Replacements)**

\_\_\_\_\_ 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.

\_\_\_\_\_ MATERIAL AND COLOR SAMPLES for exterior finishes

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

**Category III- Single family dwelling major changes excluding additions but including window and roof replacement (non-maintenance), non-profit tax exempt organizations**

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

**Categories II thru IV (Excluding Window & Roof Replacement):**

\_\_\_\_\_ 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.



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

***You will be notified in advance as to the times and dates of the Historic Landmarks & Planning Commission Meetings (always the 2<sup>nd</sup> & 3<sup>rd</sup> Mondays of each month, respectively). You or a representative who can answer detailed questions about the application MUST be present at BOTH meetings. Failure to attend both meetings WILL result in your application being tabled.***

**If the “Applicant” is NOT the property owner, the owner MUST then sign this application acknowledging and approving the proposed work. This must be done prior to submission of application.**

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

**Owner’s Signature:** \_\_\_\_\_

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

Zoning Officer Comments:

Fee Paid \_\_\_\_\_

Date Paid \_\_\_\_\_



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AN ORDINANCE AMENDING CHAPTER 8 OF TITLE 9 OF THE CODE OF SHEPHERDSTOWN  
RELATING TO PROJECT 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 (change in color only), awnings, porch railings, window boxes, satellite dishes, solar panels, propane tanks, signs, or other minor changes and permit extensions

**\$35.00**

**Category II:** Accessory buildings, sidewalks, decks, fences, driveways, garages, storage buildings, carports

**\$50.00**

**Category III:** Single family dwelling major changes excluding additions but including window and roof replacement, non-profit tax exempt organizations.

**\$150.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category IV:** Additions, commercial-industrial, multi-family residences

**\$400.00**

(Plus \$1.50 per \$1,000.00 value over \$50,000.00)

**Category V:** Demolition

<b>\$50.00</b>	Accessory Buildings
<b>\$150.00</b>	Non Contributing Structures
<b>\$500.00</b>	Contributing Structures

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.**