

Shepherdstown



HISTORIC LANDMARKS COMMISSION

## Historic Landmarks Commission Agenda

Regular Meeting & Public Hearing

Monday, March 11, 2024

5:00 p.m.

A. Call to Order:

B. Approval of Previous Months' Minutes:

[2/12/2024](#)

C. Visitors:

D. Conflicts of Interest:

E.

Application	Name	Address	Description
Previous Applications:			
N/A			
New Applications:			
<del>24-04</del>	Main Street Partners L.P.	217 S. Duke Street	Replace existing shingle roof with standing seam metal to include snow birds.
<del>24-05</del>	Shepherdstown Community Club, Inc.	102 E. German Street	Roof and gutter replacement.
<del>24-06</del>	O'Hurley's General Store	205 W. Washington Street	Install (6) pollards (painted black) with black cast iron eagle head caps across the front of O'Hurley's General Store to prevent vehicles from hitting the building.
<a href="#">Image 1</a>			
<a href="#">Image 2</a>			
<a href="#">Image 3</a>			
F. Workshop Sessions:	<del>Robin &amp; Frank Von Fintel</del>	<del>310 W. German Street</del>	<del>Addition</del>
G. Continuing/New Business:			
H. President's Report			
I. Administrative:			
J. Adjournment			

March HLC



Application Number 24-04

## Application for Certificate of Appropriateness & 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: MAIN STREET PARTNERS L.P.  
(Must be Property Owner)

Mailing Address: PO Box 151  
SHEPHERDSTOWN, WV 25443

Day Time Telephone Number: 304 886-8005

E-Mail Address: johnHKChristman@yahoo.com

Street Address of Proposed Work: 217 SOUTH DUKE STREET

Lot Number/Legal Description: LT#153, PT#154, DUKE STREET  
(If no address exists) PT LT DUKE STREET

Current Zoning: C/R Current Land Use: C/R

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

Description of Work: REPLACE ROOF per attached Contract  
w/ snow birds.

Cost Estimate: \$44,709.50 Project Category (Descriptions on Next Page): II

Contractor performing work: MRS LLC / J A PRATHER, INC

Contractor's Business License #: 2024-004,648

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 work order on the project.



Application Number 24 - 041

**Application for Project Permit**  
**(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

**Category I-** Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and 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.

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

**Category II-** Driveways, decks, carports, porch enclosures and window, roof or siding replacement.

**Category III-** New construction of and/or additions to residential, commercial, and industrial structures.

**Category IV-** Demolition or Relocation of a Structure

**(Categories II and III):**

\_\_\_\_\_ 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 drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting. (SAMPLE ATTACHED)

\_\_\_\_\_ 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

\_\_\_\_\_ 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 IV- 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.

\_\_\_\_\_ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.



Application Number 24 - 04

**Checklist of Required Information for Applications Continued**

**All Categories:**

                     Copy of general contractor's Shepherdstown business license or license application.

**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. **I understand that my presence at the assigned application review meeting is required.** Application must be signed by owner or his/her agent.

Date: 2-14-2024 Owner's Signature:  G.P.

Print Name: JOHN H. CHRISTMAN G.P.

**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 will be applied.**

Zoning Officer Comments:

Fee Paid \$100 (+) \$15 COA  
Date Paid 2/14/24

CHK # 7257  
" " 7258





Application Number 24 - 04

**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

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



*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p><b>Certificate of Appropriateness Advertisement Fee: <span style="float: right;">\$15</span></b></p>	

217 South Duke Street

Shepherdstown, WV 25443

Intentions: Fabricate on site; install forty-three squares of new twenty-six gauge standing seam, dark green metal roof including flashing and vent covers, and snow birds, over existing roof. Replace approximately one-hundred and thirty linear feet on backside of building with new aluminum gutters and down spouts. Replace any compromised wood work as necessary. This price include a 10% contingency for unforeseen expenses. \$44,709.50. The owner will be liable for any local or state permits.

MATTHEW STAUBS  
c/o MRS LLC  
JA PRATHER, INC dba MRS LLC  
PO Box 45  
SHEPHERDSTOWN, WV 25443  
  




# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV006273

## CLASSIFICATION:

GENERAL BUILDING  
GENERAL ENGINEERING  
RESIDENTIAL  
EXCAVATION  
SEPTIC & SEWER SYSTEMS

J A PRATHER INC  
DBA J A PRATHER INC  
2748 WINCHESTER AVE  
MARTINSBURG, WV 25405

DATE ISSUED

NOVEMBER 13, 2023

EXPIRATION DATE

NOVEMBER 13, 2024

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

**WEST VIRGINIA  
STATE TAX DEPARTMENT  
BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**MRS LLC  
805 MORGANA DR  
SHEPHERDSTOWN, WV 25443-3713**

**BUSINESS REGISTRATION ACCOUNT NUMBER 2336-1549**

This certificate is issued on: **10/10/2018**

This certificate is issued by  
**the West Virginia State Tax Commissioner**  
in accordance with Chapter 11, Article 12, of the West Virginia Code.

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

**This certificate is not transferrable and must be displayed at the location for which issued.**

**This certificate shall be permanent until cessation of the business for which the certificate of registration was granted, or until it is suspended, revoked or cancelled by the Tax Commissioner.**

**Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.**

**TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of  
this certificate displayed at every job site within West Virginia.**



**CORPORATION OF SHEPHERDSTOWN**  
**Jefferson County, West Virginia**

LICENSE #

2024-004,648

8/11/23


ISSUED TO:

\$21.00

MRS LLC.  
P.O. BOX 45  
SHEPHERDSTOWN WV 254438

<u>ACCOUNT#</u>	<u>YEAR ENDING</u>	<u>EFF. DATE</u>	<u>EXP. DATE</u>	<u>FILING FEE</u>
2204-01	2024	7/01/23	6/30/24	\$1.00


<u>LICENSE TYPE(S)</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
125	\$20.00	General Business

  
Mayor

  
Recorder

Authorized to operate the business indicated by payment of fee, for a period of one year, from July 1, 2023 to June 30, 2024.

Corporation of Shepherdstown

  
Town Clerk

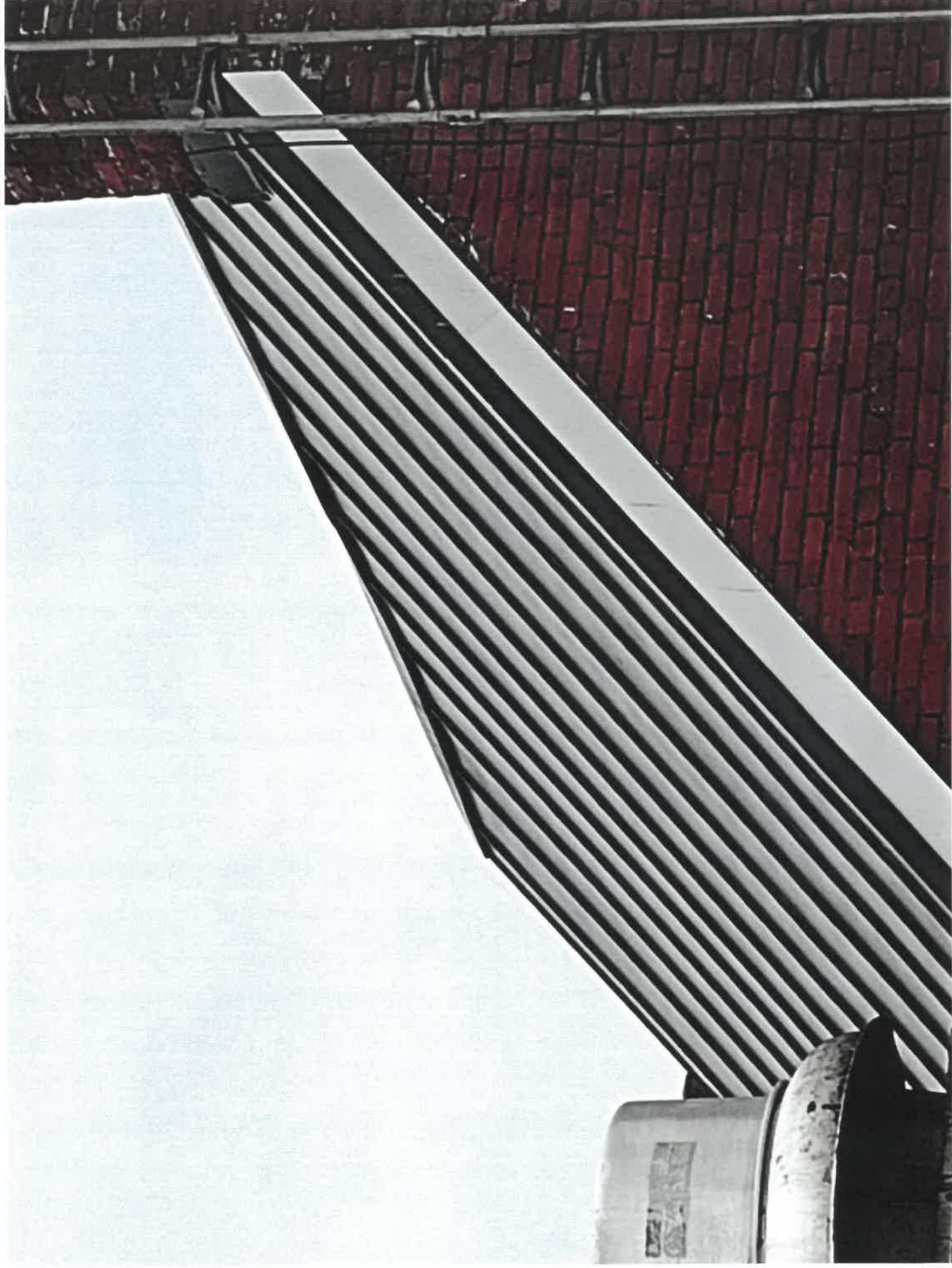


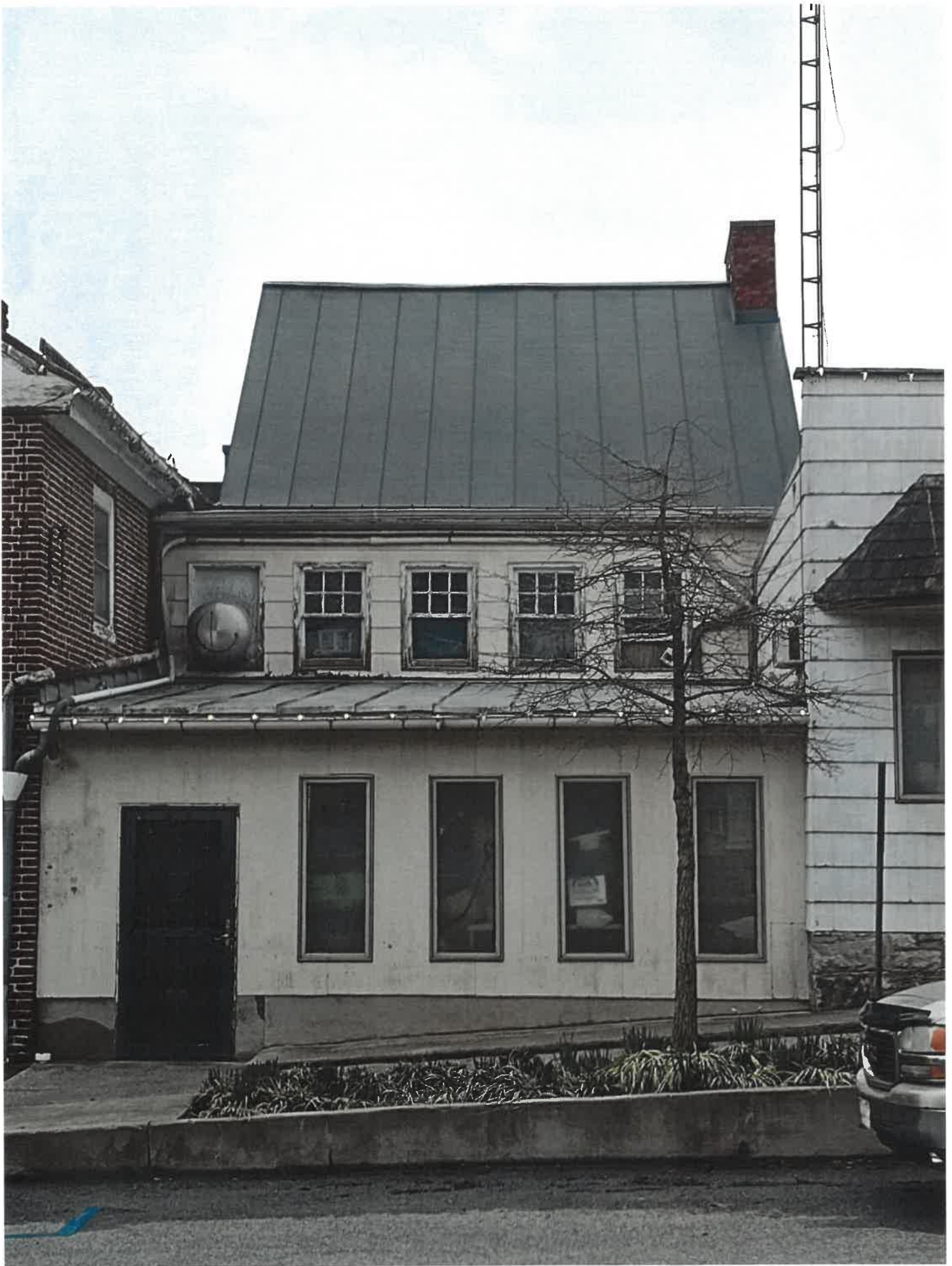
**MUNICIPAL  
LICENSE**

**2023 – 2024**











Application Number 24 - 05

## 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:** Shepherdstown Community Club Inc

*(Must be Property Owner)*

**Mailing Address:** PO Box 463  
Shepherdstown, WV 25443

**Day Time Telephone Number:** 304-876-6519

**E-Mail Address:** karen@khkcpa.tax

**Street Address of Proposed Work:** 102 East German Street

**Lot Number/Legal Description:** War Memorial Building

*(If no address exists)*

**Current Zoning:** Commercial **Current Land Use:** Community Center

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

**Description of Work:** The club has secured a state development grant to  
do three structural improvement projects at the War Memorial Bldg.  
Project 1 Replace the existing metal roof and gutters which are well  
over 75 years old Project 2 Install a central fire alarm system  
Project 3 Repair electrical wiring modernize where needed

**Cost Estimate:** \$100,000 **Project Category (Descriptions on Next Page):** \_\_\_\_\_

**Contractor performing work:** To be determined

**Contractor's Business License #:** TBD

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 work order on the project.





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

### **Application for Project Permit**

#### **(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

#### **Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, propane tanks, solar panels, signs 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.
- \_\_\_\_\_ MATERIAL AND COLOR SAMPLES for exterior finishes

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

#### **Category III- Major changes including roof, window or siding changes but excluding additions.**

#### **Category IV- New Construction Commercial/Industrial, Residential and/or additions.**

#### **(Categories II thru IV):**

- XX** 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. (SAMPLE ATTACHED)
  - \_\_\_\_\_ 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
- TBC** 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.
- \_\_\_\_\_ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.



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

**Checklist of Required Information for Applications Continued**

**All Categories:**

**TBD**

Copy of general contractor's Shepherdstown business license or license application.

**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. I understand that my presence at the assigned application review meeting is required. Application must be signed by owner or his/her agent.**

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

**Owner's Signature:** \_\_\_\_\_

**Print Name:** Karen Hacker Kinnett, Treasurer

**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 will be applied.**

Zoning Officer Comments:

Fee Paid

\$100.-

Date Paid

2/15/2024

CHK #1602



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

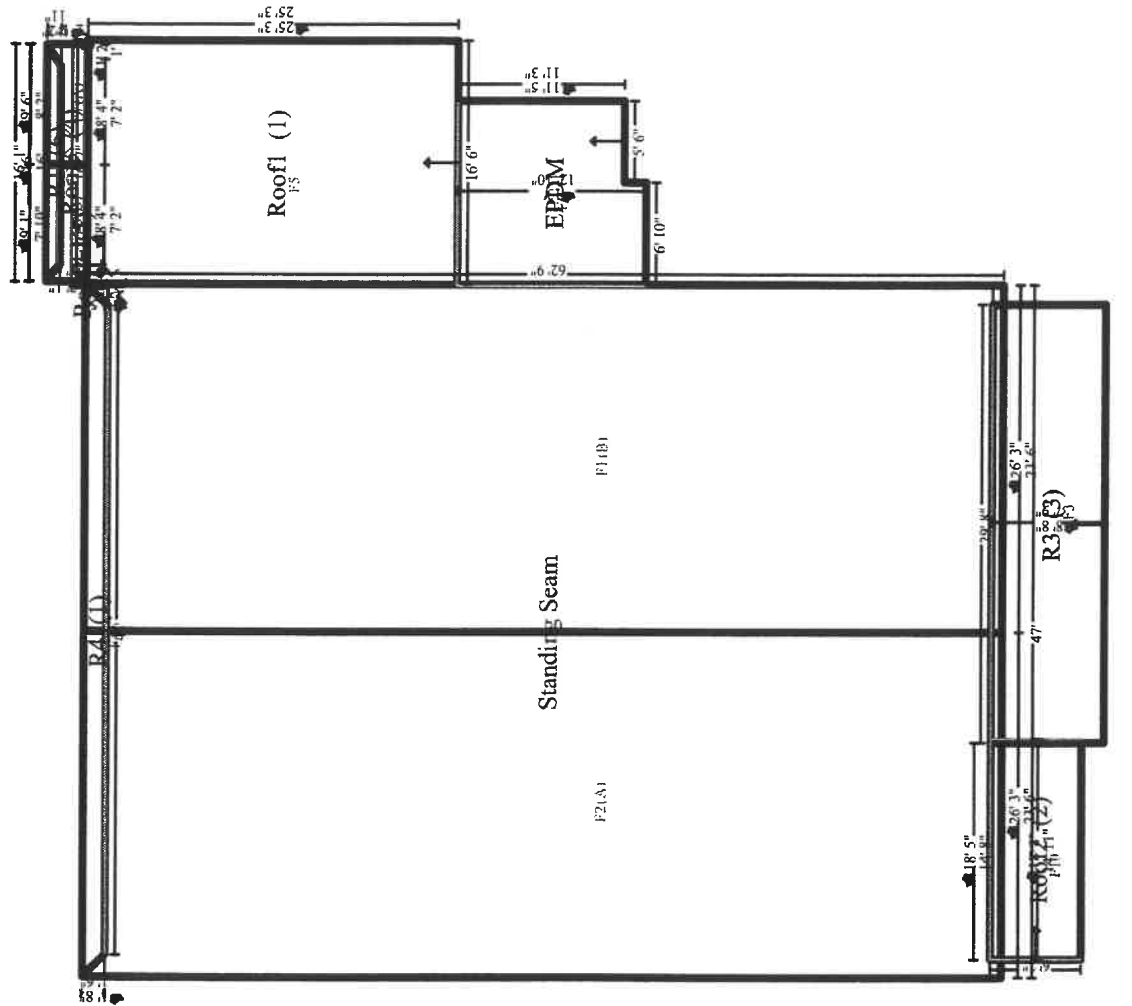
**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

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

*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b> Accessory Buildings  <b>\$150.00</b> Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> Contributing Structures (≥ 50 years old)</p>
<p>The Planning &amp; Zoning Administrator shall categorize any request not specifically listed in the above categories.</p>	







## SHEPHERDSTOWN COMMUNITY CLUB

P.O. Box 463 • Shepherdstown, WV 25443 • 304-876-3323 • [www.shepherdstownncc.org](http://www.shepherdstownncc.org)

February 15, 2024

Shepherdstown Historic Landmarks Commission  
Andy Beall  
Town of Shepherdstown  
Shepherdstown, WV 25443

Dear Mr. Beall:

The Shepherdstown Community Club, owner of the War Memorial Building at 102 E German Street is embarking on a structural improvement project for the building. We secured a grant with the West Virginia Department of Culture and History of \$50,000 to do three things: replace the roof and gutters, electrical work and modernization and install a central fire alarm system.

I understand that we may not have to even apply for approval if we are using the same roofing materials but in the seventy-five plus years of the existing roof, I'm guessing they may have changed. We have not yet hired our contractor but the two that we are seriously considering have both bid with the following materials.

24-guage 18" wide A1500 roof panel – color of our choosing and we intend to match the existing red to the best of our ability

6-inch half round aluminum gutters – again we plan to match to the best of our ability

Install a new snow rail system to prevent ice and snow slides (very much an issue on the high street side)

We would like to be included in the March meeting to present our project to the commission.

Sincerely,

Karen Hacker Kinnett, Treasurer and grant compliance officer



Application Number

24-06

## Application for Certificate of Appropriateness & 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: O'Hurley's General Store  
 (Must be Property Owner) Genevieve O'Loughlin

Mailing Address: 205 E. Washington St  
Shepherdstown WV 25443

Day Time Telephone Number: 181-389-1267

E-Mail Address: 60Lharp@aol.com

Street Address of Proposed Work: 205 E Washington St  
Shepherdstown WV 25443

Lot Number/Legal Description: \_\_\_\_\_  
 (If no address exists)

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_

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

Description of Work: Installing 6 Bollards  
(painted black with eagle heads)  
across the front of O'Hurley's General  
Store to prevent cars from running  
into the store.

Cost Estimate: \$5000 Project Category (Descriptions on Next Page): \_\_\_\_\_

Contractor performing work: Billy Groves, Dan Tokar

Contractor's Business License #: \_\_\_\_\_

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 work order on the project.



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

### **Application for Project Permit**

#### **(Checklist of Required Information for Applications)**

Provide information required for appropriate category of work. Staff will ensure completion of checklist material prior to applications' inclusion on meeting agenda.

#### **Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and 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.
- ✓ MATERIAL AND COLOR SAMPLES for exterior finishes *Black*

#### **Category II- Driveways, decks, carports, porch enclosures and window, roof or siding replacement.**

#### **Category III- New construction of and/or additions to residential, commercial, and industrial structures.**

#### **Category IV- Demolition or Relocation of a Structure**

##### **(Categories II and III):**

- \_\_\_\_\_ 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 drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting. (SAMPLE ATTACHED)
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- \_\_\_\_\_ Setback from property boundaries
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- \_\_\_\_\_ Existing & proposed accessory structures.
- \_\_\_\_\_ Existing & proposed street right-of-way & entrance
- \_\_\_\_\_ Sidewalk, handicap access, Category IV only
- \_\_\_\_\_ 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:
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  - \_\_\_\_\_ Flood plain designation if any (mapping available in Town Hall)
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##### **Category IV- Demolitions:**

- \_\_\_\_\_ Historic designation of structures to be demolished (documents available in Town Hall)
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Application Number \_\_\_\_\_ - \_\_\_\_\_

**Checklist of Required Information for Applications Continued**

**All Categories:**

\_\_\_\_\_ Copy of general contractor's Shepherdstown business license or license application.

**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. **I understand that my presence at the assigned application review meeting is required.** Application must be signed by owner or his/her agent.

Date: 2-20-24

Owner's Signature: \_\_\_\_\_

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

Genevieve O'Loughlin

**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 will be applied.**

Zoning Officer Comments:

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

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



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

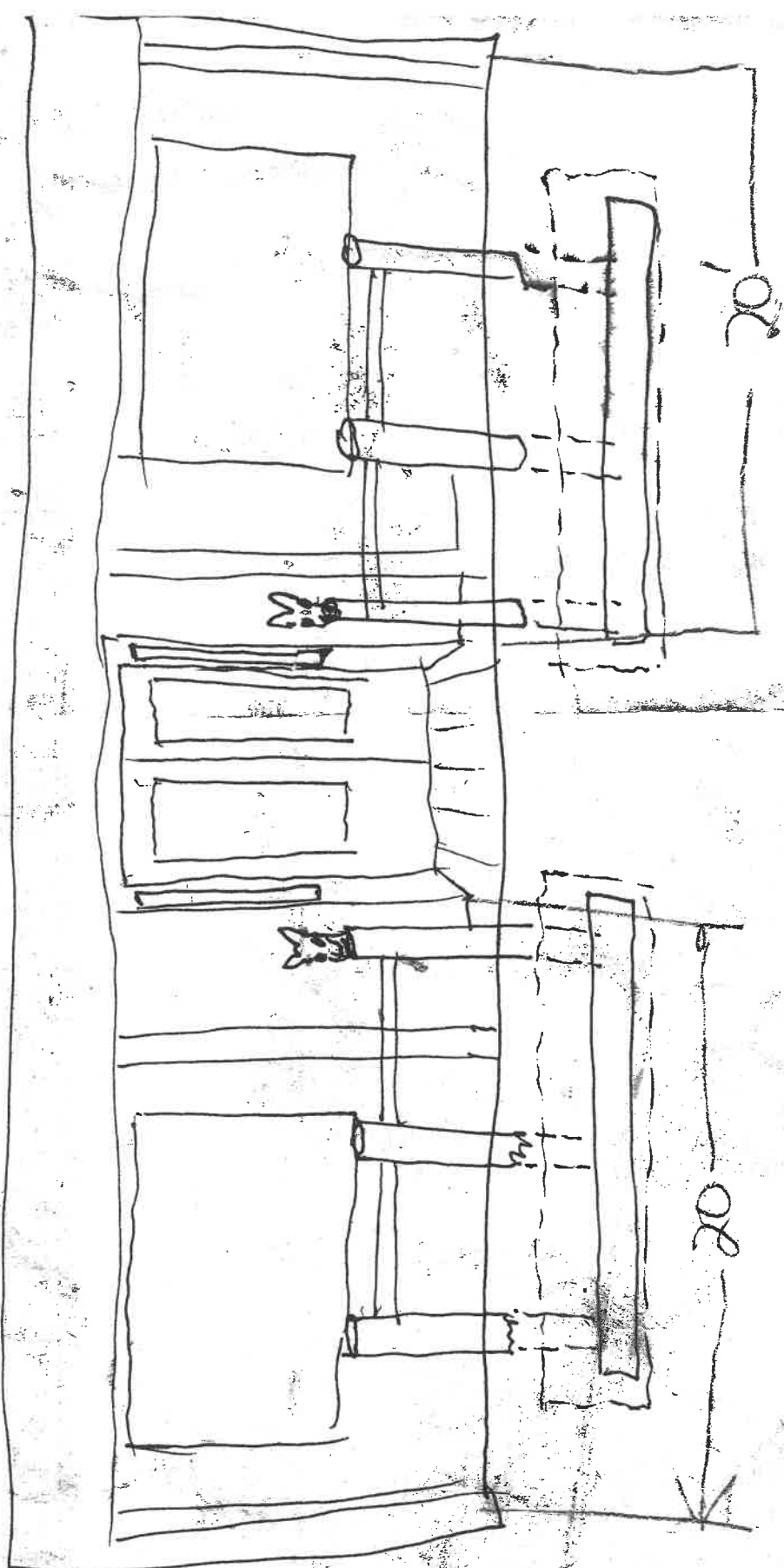
**THE SHEPHERDSTOWN TOWN COUNCIL ORDAINS:**

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

*Please check all boxes that may apply (Application Fees Due Upon Submittal):*

	<p><b><u>Category I:</u></b></p> <p>Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p> <p style="text-align: right;"><b>\$50.00</b></p>
	<p><b><u>Category II:</u></b></p> <p>Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p> <p style="text-align: right;"><b>\$100.00</b></p>
	<p><b><u>Category III:</u></b></p> <p>New construction of and/or additions to residential, commercial, and industrial structures.</p> <p style="text-align: right;"><b>\$300 + \$0.50 per sq. ft.</b></p> <p>New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p> <p style="text-align: right;"><b>\$50 + \$0.10 per sq. ft.</b></p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ol style="list-style-type: none"> <li>1. Reason for the demolition/relocation (including historic documentation).</li> <li>2. Describe the structure's condition in detail.</li> <li>3. Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>4. Evidence of relevant funding or financial concerns.</li> <li>5. Timeframe for project</li> </ol> <p><b>\$50.00</b>      Accessory Buildings  <b>\$150.00</b>      Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b>      Contributing Structures (≥ 50 years old)</p>
<p><b>Certificate of Appropriateness Advertisement Fee: <span style="float: right;">\$15</span></b></p>	

















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