



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)

PLEASE PRINT OR TYPE CLEARLY

Applicant's Name: _____

(Must be Property Owner)

Mailing Address: _____

Day Time Telephone Number: _____

E-Mail Address: _____

Street Address of Proposed Work: _____

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: _____

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

Contractor performing work: _____

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 order on the project.



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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):

- _____ **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
- _____ **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.**



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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. Application must be signed by owner or his/her agent.

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 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 awnings, porch railings, window boxes, satellite dishes, solar panels, window replacement (with same as existing), 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: Major changes including roof, window or siding replacement but excluding additions.

\$150.00

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

Category IV: New Construction of Commercial/Industrial, Residential and/or additions.

\$400.00

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

Category V: Demolition

\$50.00	Accessory Buildings
\$150.00	Non-Contributing Structures
\$500.00	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 will be applied.