



City of South Charleston

Frank A. Mullens Jr.
Mayor

MUNICIPAL PLANNING COMMISSION

P. O. Box 8597

South Charleston, WV 25303

Telephone: 304-720-5985 Fax: 304-720-5989

E-mail: mtitlow@cityofsouthcharleston.com

APPLICATION FOR CHANGE OF ZONING

Date: _____

- Please complete the following:

1. Petitioner(s) _____

2. Address and telephone number _____ Email address: _____

_____ Phone number: _____

3. Present owner(s) of subject property and address(es) _____

4. Deed book and page number of property in question _____

5. Present zoning classification _____

6. Present use of property _____

7. Proposed zoning classification _____

8. Proposed use of property _____

9. Give reason for change in current classification _____

- Attach a separate list of all abutting property owners names and addresses of subject property.

- Attach a drawing of property under consideration with the following:

- North arrow
- Existing structures, streets, utilities, and easements on or around subject property
- Any proposed improvements
- Signature block

10. Fee of One Hundred Fifty Dollars (\$150).

11. Applications must be filed with the Secretary to the Board by the fifteenth (15th) of each month no later than 11am to be placed on the next month's Agenda. Hearings are scheduled on the second (2nd) Wednesday after the first (1st) Tuesday of every month.

- Each applicant must appear personally or by counsel or agent at their scheduled hearing date.

Petitioner

*Each applicant must be in good standing with all departments of the City of South Charleston before filing this application.