

FREQUENTLY ASKED QUESTIONS:

WHAT IS THE HISTORIC PRESERVATION REVIEW COMMISSION?

The Martinsburg Historic Preservation Review Commission was created by the City Council to assist in preserving buildings, structures and sites of historical or architectural significance, within the Historic Preservation District. There are nine members who serve as the Commission. All are residents of Berkeley County. The Commission meets the first Monday of each month at 7pm to fulfill this legal charge, which includes review of Applications for Certificate of Appropriateness.

DOES THE HISTORIC PRESERVATION REVIEW COMMISSION HAVE GUIDELINES?

Yes, the guidelines can be found in Article X of the Martinsburg Zoning Ordinance, which can be reviewed at the City Planner's office or at the City Library (2nd floor Reference Desk). The Commission reviews all plans for the construction, alteration, repair, and designs including painting, moving or demolition of structures in the historic preservation district. No building or structure exposed to public view including fences, boundary walls, signs, light fixtures, steps and paving or other appurtenant fixtures, public or private can be constructed, altered, restored, moved or demolished within the historic preservation district until the Commission has approved the plans.

CAN I GET HELP?

The Commission is a technical advisor. While it cannot actually design or plan your project for you, it can, at your request, guide you to information which may be helpful in accomplishing your goals in an historic setting, with creativity, style and common sense.

WHO APPROVES MY APPLICATION?

All applications are first submitted to the City Planner's Office for referral to the Martinsburg Historic Preservation Review Commission for their approval. Applications are available at the City Planner's Office, or by call the Planning Department at (304) 264-2131 extension 266 and requesting that an application be mailed or faxed to you.

ARE THERE ANY FEES?

A Certificate of Appropriateness fee of \$25 is to accompany the completed application. However, to promote and encourage the preservation of buildings, sites, monuments, structures, and areas of historic or architectural interest or importance, all filing fees to the Historic Preservation Review Commission are waived between the dates of January 1st and March 31st annually.

DO I NEED A BUILDING PERMIT?

If your property is in the City of Martinsburg's Historic Preservation District and you wish to begin construction or demolition on any public, private, or commercial property; or, if you wish to erect, alter or change the color of any building or portion of a building, erect or change the lettering on a sign, erect an accessory building, antenna, satellite dish, fence, you must first apply for a Certificate of Appropriateness, and at the same time, apply for a building permit. If a permit is required, the City Planner's Office will issue you one, after the Certificate of Appropriateness has been approved.

QUESTIONS?

Contact the Planning Department at (304) 264-2131 ext. 266