

**CITY OF MARTINSBURG  
PLANNING COMMISSION**

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**ZONING MAP AMENDMENT CASE #MA\_\_\_\_\_**

Please carefully read and answer all questions on this application completely. Submit original and one copy of the completed application along with a copy of the deed and plat to the Building Inspector's Office, 232 N. Queen Street, Martinsburg, WV, 25401.

1. Describe the general location of the land proposed for reclassification, including the postal address, if any.
  
2. Describe the land by metes and bounds, courses and distances; or if the boundaries conform to lot boundaries within a subdivision for which a plat had been recorded in the office of the Clerk of County of Berkeley, give the subdivision name, with block and lot designations. **Deed Book reference and most recent copies of the Deed.** Please provide Berkeley County Tax Map and Parcel number.
  
3. What is the present zoning classification of the land?
  
4. What zoning classification is proposed?
  
5. What is the reason for the proposed zoning classification?
  
6. What is the area of the land? (In square feet if less than one (1) acre; otherwise in acres).
  
7. Give the name and address of the owner and the land in question.
  
8. Applications for rezoning may be made only by governmental agencies, or by a person or persons with a financial, contractual, or proprietary interest in 50% or more of the area included in the application. State your interest in the area described in #2 above.
  
9. The following **must be attached** to this application:
  - a. An identification plat prepared by a civil engineer, surveyor, or other competent person and certified thereon by him or her to be correct and in conformity with this section showing by metes and bounds, courses and distances, the land proposed to be classified or if the boundaries conform to lot boundaries within a subdivision for which a plat is recorded among the county land records then a copy of such plat, the land proposed to be reclassified appearing in a color distinctive from that of other lands shown on the plat. (Section 1103.12).
  - b. A vicinity map covering the area within at least one thousand (1,000) feet of the boundaries of the land proposed to be reclassified showing the existing zoning classification of all land appearing on the map. (Section 1003.13)

10. Has there been any previous applications(s) for zoning on these premises?

11. **Appellant**, give your name, complete mailing address and phone number

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attached hereto and made a part of this application is submitted all papers and legal documents as requested. I hereby depose and say that all the above information and the accompanying statements and drawings are correct and true to the best of my knowledge.

Sworn to me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Appellant to sign here

\_\_\_\_\_  
(Notary)

**AFFIDAVIT OF OWNERSHIP** (To be used if the Appellant is not the Owner.)

State of West Virginia, \_\_\_\_\_ being duly sworn,  
County of Berkeley, (Owner's Name)

deposes and says that he or she resides at \_\_\_\_\_ St./Ave. in the City  
of \_\_\_\_\_ in the state of \_\_\_\_\_, and known and

(1<sup>st</sup>) that he or she is the owner of all that certain lot, piece or parcel of land situated,  
lying and being in the County of Berkeley aforesaid and known and designated as  
\_\_\_\_\_ St./Ave.; and

(2<sup>nd</sup>) that the statements of fact contained in the annexed application are true; and

(3<sup>rd</sup>) that he or she hereby authorizes \_\_\_\_\_  
to make said application on his behalf. (Appellant's Name)

Sworn to me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2007.

\_\_\_\_\_  
(Owner to sign here)

\_\_\_\_\_  
(Notary)

## ORDINANCE 2004-21

### AN ORDINANCE TO AMEND AND/OR ESTABLISH ZONING FEES AND BUILDING PERMIT FEES FOR THE CITY OF MARTINSBURG

Be it Ordained that pursuant to Section 802. Schedule of fees and charges of the Martinsburg Zoning Ordinance the following fees shall be amended and/or established for the City of Martinsburg:

### ZONING FEES

#### Site Plan (Commercial/Industrial plans, Residential Subdivision plans)

Less than 1 acre	—	\$400
1 or more acres	—	\$400 + \$100 per acre

#### PLANNED DEVELOPMENT DISTRICTS

Preliminary Concept Plan	—	\$800 + \$50 per acre
Preliminary Concept Plan Amendments (assessed on changed areas)	-	\$400 + \$25 per acre
Final Plan	—	\$800 + \$50 per acre
Final Plan Amendments (assessed on changed areas)	—	\$400 + \$25 per acre

Storm Water Management (design review) (deposit) — \$500

#### Subdivision

Sketch plat	—	\$50
Preliminary plat over 50 lots	—	\$800 + \$100 per lot
Preliminary plat from 3 to 50 lots	—	\$400 + \$100 per lot
Preliminary plat less than 3 lots	—	\$200
Final plat	—	\$50 per lot
Corrective plat	—	\$25 per lot

<b>Map Amendment</b>	—	\$500
<b>Text Amendment</b>	—	\$500
<b>Variance</b>	—	\$400
<b>Special Exception</b>	—	\$400
<b>Special Exception</b> (nonconforming use change)	—	\$600
<b>Special Exception</b> (flood plain)	—	\$600
Administrative Appeal	—	\$600

#### Wireless Facility

New tower	—	\$5,000
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Co-locate	—	\$2,000
Escrow Account	—	\$8,500
Certificate of Appropriateness – HPRC	—	\$25
Code Appeal	—	\$100
Use & Occupancy		
New construction	—	\$100
Change of use	—	\$20
Signs	—	\$25 plus \$2 per square foot
Zoning Status Letter	—	\$50
Bond Reduction Request	—	\$100
Tape of Board or Commission meeting	—	\$25

## BUILDING PERMIT FEES

### New Construction, Building Additions

Application fee	—	\$10.00
Building permit cost	—	\$9.00 per \$1,000

### Remodel, repair, replace, demolition, Accessory structures greater than 150 sq. ft., fences, retaining walls greater than 4 ft.

Application fee work value greater than \$5,000	—	\$5.00
Building permit cost	—	\$7.50 per \$1,000

### Mechanical/Plumbing Systems – plan review

Application fee	—	\$3.00 per 100 sq. ft.
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### Sidewalks

Public sidewalks	—	\$0.00
Private	—	\$7.50 per \$1,000

Grading – more than 1000 sq. ft. – plan review — \$5.00 per 1000 sq. ft.

Stop Work Order – removal fee — \$100

Re-application — Original Application Fee

### Re-inspection fees

First re-inspection	—	\$50
Second re-inspection	—	\$100
Third and subsequent re-inspection	—	\$200

Work Registration Fee

Re-roofing, re-siding, painting, re-paving, Replacement windows or glass, flooring, carpeting	—	\$0.00
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NOTE: Owner occupied residents conducting work are exempt from work registration.

Contractors performing work shall be required to register their work with the City of Martinsburg.

and filed                      Emergency repairs performed by contractors shall be registered within seventy two (72) hours of the occurrence.

These fees shall supersede any previous fees established by the City of Martinsburg.

This Ordinance shall take effect on January 1, 2005.

**CITY OF MARTINSBURG  
PLANNING COMMISSION  
APPLICATION and MEETING DATES for 2013**

*MAP AND TEXT AMENDMENT APPLICATIONS  
January 2012 – March 2013*

<b>MEETING DATE (6 PM)</b>	<b>APPLICATION DEADLINE (3PM)</b>	<b>TO THE JOURNAL (5PM)</b>	<b>POSTING &amp; / or PUBLICATION DATE</b>	<b>MEETING DATE (6 PM)</b>
<b>01-02-13</b>	12-04-12	12-11-12	12-18-12	<b>01-02-13</b>
<b>02-06-13</b>	01-07-13	01-14-13	01-22-13	<b>02-06-13</b>
<b>03-06-13</b>	02-04-13	02-11-13	02-19-13	<b>03-06-13</b>
<b>04-03-13</b>	03-05-13	03-12-13	03-19-13	<b>04-03-13</b>
<b>05-01-13</b>	04-02-13	04-09-13	04-16-13	<b>05-01-13</b>
<b>06-05-13</b>	05-07-13	05-14-13	05-21-13	<b>06-05-13</b>
<b>07-10-13</b>	06-11-13	06-18-13	06-25-13	<b>07-10-13</b>
<b>08-07-13</b>	07-09-13	07-16-13	07-23-13	<b>08-07-13</b>
<b>09-04-13</b>	08-06-13	08-13-13	08-20-13	<b>09-04-13</b>
<b>10-02-13</b>	09-03-13	09-10-13	09-17-13	<b>10-02-13</b>
<b>11-06-13</b>	10-07-13	10-15-13	10-22-13	<b>11-06-13</b>
<b>12-04-13</b>	11-04-13	11-12-13	11-19-13	<b>12-04-13</b>
<b>01-08-14</b>	01-06-13	01-13-13	12-13-13	<b>01-08-14</b>
<b>02-05-14</b>	12-27-13	01-03-14	01-21-14	<b>02-05-14</b>
<b>03-05-14</b>	02-03-14	02-10-14	02-18-14	<b>03-05-14</b>