

**CITY OF MARTINSBURG
PLANNING COMMISSION**

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

(1st) 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

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

(3rd) 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)

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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

S P (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

S

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

M A — \$500

A — \$500

S — \$400

S (nonconforming use change) — \$600

S (flood plain) — \$600

Administrative Appeal — \$600

Wireless Facility

New tower — \$5,000

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 2016

MAP AND TEXT AMENDMENT APPLICATIONS
January 2016 – March 2017

MEETING DATE (6 PM)	APPLICATION DEADLINE (3PM)	TO THE JOURNAL (5PM)	POSTING & / or PUBLICATION DATE	MEETING DATE (6 PM)
01-06-16	12-08-15	12-16-15	12-22-15	01-06-16
02-03-16	12-31-15	01-08-16	01-15-16	02-03-16
03-02-16	01-29-16	02-05-16	02-12-16	03-02-16
04-06-16	03-07-16	03-14-16	03-21-16	04-06-16
05-04-16	04-04-16	04-11-16	04-18-16	05-04-16
06-01-16	05-02-16	05-09-16	05-16-16	06-01-16
07-06-16	06-03-16	06-10-16	06-17-16	07-06-16
08-03-16	07-01-16	07-11-16	07-18-16	08-03-16
09-07-16	08-08-16	08-15-16	08-22-16	09-07-16
10-05-16	09-02-16	09-12-16	09-19-16	10-05-16
11-02-16	09-30-16	10-07-16	10-17-16	11-02-16
12-07-16	11-7-16	11-14-16	11-21-16	12-07-16
01-04-17	12-05-16	12-12-16	12-19-16	01-04-17
02-01-17	12-30-16	01-09-17	01-16-17	02-01-17
03-01-17	01-30-17	02-06-17	02-13-17	03-01-17