

**CITY OF MARTINSBURG
PLANNING COMMISSION**

TEXT AMENDMENT CASE #TA_____

Please carefully read and answer all questions on this application completely. Submit original completed application along with supporting documentation to the City Planner's Office at 232 N. Queen Street, Martinsburg, WV, 25401.

Applications for text amendments to the zoning ordinance may be made any interested person or governmental agency.

1. Section of Zoning Code to be Amended:

2. Summary of Proposed Text Amendment (an additional sheet may be attached):

3. Intention of Proposed Text Amendment:

Applicant, give your name, complete mailing address and phone number. If application is on behalf of an organization or business, etc., provide representative authorization documents. 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:

Print Name	Signature	Date
Address		Phone Number

This application is filed on behalf of (organization name and address):

Notary: Sworn to me this _____ day of _____, 20__	Notary Stamp below:
(Notary Signature)	

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

Map Amendment	—	\$500
Text Amendment	—	\$500
Variance	—	\$400
Special Exception	—	\$400
Special Exception (nonconforming use change)	—	\$600
Special Exception (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.

Emergency repairs performed by contractors shall be registered and filed 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*

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