



MONONGALIA COUNTY PLANNING COMMISSION
 243 High Street, Rm 026, Morgantown, WV 26505
 Phone 304.291.9570 Fax 304.291.9573 www.monongaliacounty.gov

Office Use	
Permit No.:	_____
Zoning ID:	_____
Zoning Name:	_____
Tax District:	_____
Map No.:	_____
Fee:	_____

APPLICATION FOR MAP AMENDMENT

Map Amendment Fee: \$250.00

Whenever public necessity and the public health, safety, and general welfare require, the County Commission may amend, supplement, or modify, the Official Zoning Map set forth in this Ordinance without holding an election.

Specific requirements and specifications may be found in Section(s) 2200.01-2200.06 of the Zoning Ordinance.

Date of Submittal ____/____/____

Property Owner:

Agent (if applicable):

Name

Name

Mailing Address (Street, City, State, Zip Code)

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Daytime Phone

Email Address

Email Address

Legal Description of Property:

(You can use either the Street Address or the District, Map and Parcel No.)

Tax District	Tax Map	Parcel No.	Parcel Size (acres or sq. ft.)
_____ Street Address (Street, City, State, Zip Code)			

Street Address (Street, City, State, Zip Code)

Current Land Use District Designation(s): _____

Proposed Land Use District Designation(s): _____

Total Land Area affected in acres: _____

Has a previous Land Use District Map Amendment Application been submitted for this site within the past 12 months? _____

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for a Map Amendment does not guarantee approval and that the fee associated with the application is non-refundable. I give permission for on-site visits as required.

I understand that my presence is mandatory at any meetings regarding this application.

Signature of Applicant: _____ **Date:** _____

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Fee: _____

MAP AMENDMENT REQUIRED SUBMITTAL DOCUMENTS:

The zoning map amendment petition shall be in duplicate and shall include:

1. A written statement specifying the following:
 - a) Reason for the request to amend the official zoning map and a statement of consistency with the adopted comprehensive plan;
 - b) The area of the proposed map amendment, stated in square feet if less than one (1) acre and in acres if one (1) acre or more;
 - c) The present zoning classification(s) and the proposed zoning classification(s) for all parcels affected by the proposed map amendment;
 - d) A list of the tax map and parcel numbers including property owners' names and addresses of parcels located within and 500 feet from the proposed map amendment, as of record in the Office of the Monongalia County Assessor;
 - e) Stamped and addressed envelopes for each of the names and addresses of the property owners within and 500 feet from the proposed map amendment; and,
 - f) If the 500 foot parameter described above includes a lot within a subdivision where a homeowners' association (HOA) operates, the applicant must submit the name and address of the president for that subdivision's homeowners association along with a stamped and addressed envelope for that member.
2. An identification plan prepared by a licensed civil engineer or surveyor and certified to be correct and in conformity with this section, showing by metes and bounds, courses and distances, of the proposed map amendment. A recorded subdivision plat may be used to describe the area of the proposed map amendment. A copy with description is acceptable.
3. A vicinity map, using parcel boundaries and data as of record in the Office of the Monongalia County Assessor, covering an area within and 1,500 feet from the proposed map amendment that shows the existing zoning classification(s) of all land appearing on the map. The vicinity map shall also identify the parcels that are within and 500 feet from the proposed map amendment.
4. Photograph(s) of site from adjacent roadway(s).

If deemed necessary to complete a full review of the application, the Planning Official reserves the right to request additional information.