

MCPC

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 REVIEW OF ZONING VARIANCES

Application Fee: \$100.00

The regulations set forth or identified in Section 2300.05 of the West Run Zoning Ordinance are provided to establish procedures, criteria and conditions that shall be met before the Board of Zoning Appeals may approve variances.

Date of Submittal ____/____/____

Property Owner:

Name

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

Daytime Phone

Email Address

Agent (if applicable):

Name

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

Daytime Phone

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)

Scope of Work:

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 Zoning Variance 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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Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

Land Use District Designation(s): _____

Present Land Use of the Property: _____

Total Land Area: _____

Please provide the standard required by the land development regulations: _____
(i.e. front setback of 25 feet, if nonconforming, mark nonconforming)

Please provide the requested: _____
(i.e. front setback of 10 feet, expansion of nonconforming structure, etc.)

All of the following standards must be met in order to receive variance approval. Please describe how each standard shall be met.

- 1) Will not adversely affect the public health, safety or welfare, or the rights of adjacent property owners or residents:

- 2) Arises from special conditions or attributes which pertain to the property for which a variance is sought and which were not created by the person seeking the variance:

- 3) Would eliminate an unnecessary hardship and permit a reasonable use of the land:

- 4) Will allow the intent of this Ordinance to be observed and substantial justice done:

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BOARD OF ZONING APPEALS - SITE PLAN AND APPLICATION REVIEW:

All applications for a Zoning Variance shall be accompanied by the following:

1. A site plan (3 copies), drawn to scale (1"=20' preferred), that includes the following:
 - a. a. The subject property;
 - b. b. The location of all existing and proposed buildings, structures and improvements to be made to the subject property, including drainage and erosion control facilities and features;
 - c. c. Accurate dimensions of the parcel, buildings, parking areas and ingress/egress driveways; and
 - d. d. Location, right-of-way and pavement width of all streets adjacent to the subject property.
2. Be accompanied by a copy of an area map which shows the location of the subject property, the locations of related public and utilities facilities (e.g., schools, sewer, etc.), the relationship of the subject property to the adopted transportation plan for the area.
3. A complete list of the names and addresses of all property owners for parcels that are, in whole or in part, within 200 feet of any property line of the subject property. Such information shall be obtained from the Monongalia County Assessor's Office. The applicant must also submit the tax map and parcel numbers for the list of properties along with a stamped and addressed envelope for each of the names and addresses of property owners in the affected area. If the list includes a lot within a subdivision where a homeowners' association (HOA) operates, the applicant must submit the name of the president of the subdivision's homeowners association along with a stamped and addressed envelope for the individual.
4. Any other information reasonably required by the Planning Official
These requirements apply to the zoned planning districts in Monongalia County. No site plan shall be accepted unless it is complete and is verified as to the correctness of information given by the signature of the applicant attesting thereto.

In the event a variance is not used within one (1) year, the action shall become null and void.

Additional copies of the Zoning Ordinance and Maps may be purchased from the Planning Office.