

## **ZONING AMENDMENT PETITION FORMS**

### **GUIDELINES**

Property owners must present a signed petition and necessary attachments, requested supplement, amendment or change to the Ordinance to the Raleigh County Planning and Zoning Commission.

Within sixty (60) days after receiving the petition the Planning and Zoning Commission shall hold a public hearing. The planning commission will serve notice of a public hearing a minimum of fifteen (15) days prior to the hearing date. Placing a Class I legal advertisement in the "general circulation" newspaper will serve notice of the hearing date. The applicant shall serve notice by sending notification by certified mail to adjacent property owners at least fifteen (15) days prior to the hearing date.

All applicants must appear at the hearing either in person or by representative, provided this representative must be someone without any other interest in the property or its zoning.

After the public hearing, a copy of the Planning and Zoning Commission's report will be delivered to the County Commission for its consideration. The applicant or his representative must appear before the County Commission, at which time the petition will be acted upon.

The following items are required to constitute a complete application:

1. Petition, with filing fee of \$60.00 (FORM Z-1)
2. Copy of Deed of Petition area.
3. Plot Plan Map (FORM Z-2).
4. Listing of adjacent property owners (FORM Z-3).
5. Legal advertisement (FORM Z-4).
6. Description of proposed use of property (FORM Z-5).
7. Plans for proposed use of property (See FORM Z-5).
8. Appropriate Certificates of Approval (See FORM Z-6).
9. Deed Examination that property is not restricted for proposed use.

**CHECKLIST FOR ZONING AMENDMENT**

- \_\_\_\_\_ Petition, with Filing Fee of \$60.00 (FORM Z-1)
- \_\_\_\_\_ Copy of Deed of Petition Area
- \_\_\_\_\_ Plot Plan Map (FORM Z-2)
- \_\_\_\_\_ Listing of Adjacent Property Owners (FORM Z-3)
- \_\_\_\_\_ Legal Advertisement Notification (FORM Z-4)
- \_\_\_\_\_ Description and Plan of Proposed Use (FORM Z-5)
- \_\_\_\_\_ Certificates of Approval (FORM Z-6)
- \_\_\_\_\_ Deed Examination

**(FORM Z-1) ZONING AMENDMENT PETITION**

TO THE COUNTY COMMISSION OF RALEIGH COUNTY

DATE: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

AGENT (if applicable) \_\_\_\_\_ Telephone \_\_\_\_\_

AGENT'S ADDRESS \_\_\_\_\_

PROPERTY ADDRESS AND LOCATION \_\_\_\_\_

PROPERTY TAX ID District \_\_\_\_\_ Map \_\_\_\_\_ Parcel \_\_\_\_\_

TOTAL AREA (in acres) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY Deed Book Number \_\_\_\_\_  
Page Number \_\_\_\_\_

Copy of deed or description of property must accompany this application.

CURRENT ZONING \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_

PROPOSED USE OF PROPERTY \_\_\_\_\_

I certify that the information supplied on this petition and other information provided is accurate and true to the best of my knowledge.

SIGNATURE OF OWNER \_\_\_\_\_

SIGNATURE OF AGENT (if applicable) \_\_\_\_\_

Taken, subscribed and sworn to before the undersigned authority this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**(FORM Z-2) PLOT PLAN MAP REQUIREMENTS**

The application shall be accompanied by a plot plan map, clearly showing the following:

A. The boundaries and dimensions of the property, along with a metes and bounds description. If boundaries are from courthouse records and not by actual survey, a note stating, "This is not a Land Survey" is to be shown on the map.

B. Acreage of the area to be rezoned.

C. All adjacent property owners of the area to be rezoned. A separate site plan may be submitted with the plot plan. Adjacent owners shown must comply with Form Z-3.

D. Existing and proposed structures and utilities. Location of septic tank with seepage fields.

E. Deed or legal description with source of title and Tax Map location of area to be rezoned.

F. Location of access road(s), parking lots, signs, etc. with size and type of cover material.

G. Title Block, Date and Scale.

H. Buffer zones, if applicable.

I. Flood plain designation.

J. Where the proposed property lies partially or completely in the flood plain areas, the plan map shall include detailed information giving the location and elevation of proposed roads, public utilities and building sites.



**(FORM Z-4) NOTICE OF PUBLIC HEARING**

RALEIGH COUNTY PLANNING AND ZONING COMMISSION  
NOTICE OF PUBLIC HEARING

Notice is hereby given that on the \_\_\_\_ day of \_\_\_\_\_  
In the County Commission Courtroom, 116 1/2 North Heber Street,  
Beckley, West Virginia at \_\_\_\_ p.m., the Planning and Zoning  
Commission of Raleigh County, West Virginia will hold a public hearing  
upon the application of \_\_\_\_\_  
for the purpose of \_\_\_\_\_

The present zoning of the property to be affected is \_\_\_\_\_  
and the proposed zoning is to be \_\_\_\_\_. The property to be  
affected contains \_\_\_\_\_ acres and the physical location of the  
property is \_\_\_\_\_

Any person wishing to be heard concerning this matter should be  
present at the time and place indicated above. Written comments  
concerning this matter received by \_\_\_\_\_ will be  
considered.

Written comments should be sent to: Raleigh County Planning and Zoning  
Commission, 116 ½ North Heber Street, Beckley, West Virginia 25801. A  
copy of the application for public review is on file in the office of  
the County Commission at the address listed above.

**(FORM Z-5) DESCRIPTION OF PROPOSED USE OF PROPERTY**

In narrative form below, precisely describe the proposed use of the property covered by this petition request. Unless otherwise requested and approval given in writing, rezoning approval of the petition will allow for only that use described below. Any change of use, without prior approval from the commission, would constitute a violation of this petition. Failure to comply fully with this section will result in enforcement action being taken to the extent allowed by applicable laws of the State of West Virginia.

In addition to the narrative description for the proposed use, include a site plan showing all proposed improvements and sufficient construction plans of all proposed buildings and structures.

Narrative Description

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**(FORM Z-6) APPROPRIATE CERTIFICATES**

- A. Appropriate certificates of approval (entrance permits) from the West Virginia Department of Highways.
- B. Appropriate certificates of approval from State and/or local health authorities concerning water/sewer systems.
- C. Appropriate agreements between the County Public Service District (if applicable) and the developer.
- D. Appropriate certificates of approval from the State Division of Natural Resources, if applicable.
- E. Letter from Emergency Operations Center that compliance with Street Naming and Physical Addressing is met.
- F. Certification from Attorney that the property is not restricted for the proposed use.