



THE **City** OF  
**Martinsburg**

**For Official Use Only**

PC Case #:	
Hearing Date:	
Ad Date:	
Amount Paid:	\$
Date Paid:	

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*Planning Department \* 232 N. Queen Street \* Martinsburg, WV 25401 \* 304.264.2131*

**PLANNING COMMISSION  
MAP AMENDMENT APPLICATION**

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 North Queen Street, Martinsburg, West Virginia, 25401

Zoning amendment petitions shall provide the following information, except that petitions by the City Planning Commission shall exclude petitioner-related information other than identification of the Planning Commission as the petitioner:

- a. A legal description of the property;
- b. A scaled map of the property, correlated with the legal description, and clearly showing the property's location;
- c. The name, address and phone number of the petitioner(s);
- d. The interest of the petitioner(s) in the property, and if the petitioner(s) is (are) not the Owner(s) of all the real property in the area to which the petition relates, the name and address of the other Owner(s);
- e. Description of the present Use(s) of the property, existing Zoning and Transect Districts;
- f. Description of the proposed Use(s) of the property and requested Zoning and Transect Districts;
- g. Proposed text amendment pursuant to Section 1.12.(D)(4)(b), if applicable;
- h. Area of the property in square feet and/or acres;
- i. Time schedule for development;
- j. Additional exhibits may be required by the City Engineer/Planning Director or designee such as a plot plan or site plan showing existing and proposed Structures, easements, Watercourses, curb cuts and description of the Uses of Adjacent Property that are necessary to describe existing or proposed conditions; and
- k. Signature(s) of petitioner(s) certifying the accuracy of the required information.

**I DO HEREBY DEPOSE AND AFFIRM THAT ALL THE INFORMATION GIVEN ON THIS APPLICATION AND THE ATTACHMENTS THERETO ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I DO HEREBY AGREE TO ASSUME COSTS, (\$500.00), OF LEGAL PUBLICATION OF NOTICE OF PUBLIC HEARING ON THIS APPLICATION AS REQUIRED BY LAW.**

\_\_\_\_\_  
**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)

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**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 resides at \_\_\_\_\_ St./Ave. in the City  
of \_\_\_\_\_ in the State of \_\_\_\_\_, and known and

(1<sup>st</sup>) that he 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

(2<sup>nd</sup>) that the statements of fact contained in the annexed application are true, and

(3<sup>rd</sup>) that he hereby authorizes \_\_\_\_\_  
to make said application in his behalf. (Appellant's Name)

Sworn to me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_.

}

\_\_\_\_\_  
(Owner to sign here)

\_\_\_\_\_  
(Notary)

**ZONING FEES  
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)

Less than 2 acres	—	\$1,500
More than 2 acres	—	\$2,000 + \$150 per additional acre

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
Co-locate	—	\$2,000
Escrow Account	—	\$8,500

Certificate of Appropriateness – HPRC	—	\$25
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**CITY OF MARTINSBURG**  
**PLANNING COMMISSION**  
**APPLICATION and MEETING DATES for 2025**

**MAP AND TEXT AMENDMENT DEADLINES**  
**JANUARY 2025 – DECEMBER 2025**

<b>MEETING DATE (6PM)</b>	<b>MAP AND TEXT AMENDMENT DEADLINE</b>	<b>TO THE JOURNAL (12PM)</b>	<b>POSTING &amp;/or PUBLICATION DATE</b>
<b>1/8/2025</b>	<b>11/8/2024</b>	<b>11/13/2024</b>	<b>11/18/2024</b>
<b>2/5/2025</b>	<b>12/6/2024</b>	<b>12/11/2024</b>	<b>12/16/2024</b>
<b>3/5/2025</b>	<b>1/10/2025</b>	<b>1/14/2025</b>	<b>1/17/2025</b>
<b>4/2/2025</b>	<b>2/7/2025</b>	<b>2/11/2025</b>	<b>2/14/2025</b>
<b>5/7/2025</b>	<b>3/14/2025</b>	<b>3/19/2025</b>	<b>3/24/2025</b>
<b>6/4/2025</b>	<b>4/11/2025</b>	<b>4/16/2025</b>	<b>4/21/2025</b>
<b>7/2/2025</b>	<b>5/2/2025</b>	<b>5/7/2025</b>	<b>5/12/2025</b>
<b>8/6/2025</b>	<b>6/6/2025</b>	<b>6/11/2025</b>	<b>6/16/2025</b>
<b>9/3/2025</b>	<b>7/11/2025</b>	<b>7/16/2025</b>	<b>7/21/2025</b>
<b>10/1/2025</b>	<b>8/8/2025</b>	<b>8/13/2025</b>	<b>8/18/2025</b>
<b>11/5/2025</b>	<b>9/12/2025</b>	<b>9/17/2025</b>	<b>9/22/2025</b>
<b>12/3/2025</b>	<b>10/3/2025</b>	<b>10/7/2025</b>	<b>10/10/2025</b>