



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  
TEXT 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

*Applications for text amendments to the zoning ordinance may be made by 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:

In order to issue an approval of a zoning amendment, the Planning Commission must make the following findings regarding the zoning amendment change sought.

- 1) Whether such change is consistent with the intent and purpose of this Ordinance;
- 2) Whether such change is consistent with the Martinsburg Comprehensive Plan;
- 3) The areas which are most likely to be directly affected by such change and in what way they will be affected; and
- 4) Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

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**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):

\_\_\_\_\_

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

Notary Signature: \_\_\_\_\_

**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<br>(assessed on changed areas) | — | \$400 + \$25 per acre |
| Final Plan   | — | \$800 + \$50 per acre |
| Final Plan Amendments<br>(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  |
| Code Appeal                           | — | \$100 |
| Use & Occupancy                       |   |       |

**CITY OF MARTINSBURG**  
**PLANNING COMMISSION**  
**APPLICATION and MEETING DATES for 2024**

**MAP AND TEXT AMENDMENT DEADLINES**  
**JANUARY 2024 – DECEMBER 2024**

| <b>MEETING DATE<br/>(6PM)</b> | <b>MAP AND TEXT AMENDMENT DEADLINE</b> | <b>TO THE JOURNAL<br/>(12PM)</b> | <b>POSTING &amp;/or PUBLICATION DATE</b> |
|-------------------------------|--|----------------------------------|--|
| 1/3/2024                      | 11/3/2023                              | 11/8/2023                        | 11/13/2023                               |
| 2/7/2024                      | 12/8/2023                              | 12/13/2023                       | 12/18/2023                               |
| 3/6/2024                      | 1/12/2024                              | 1/17/2024                        | 1/22/2024                                |
| 4/3/2024                      | 2/9/2024                               | 2/14/2024                        | 2/19/2024                                |
| 5/1/2024                      | 3/8/2024                               | 3/13/2024                        | 3/18/2024                                |
| 6/5/2024                      | 4/12/2024                              | 4/17/2024                        | 4/22/2024                                |
| 7/10/2024                     | 5/10/2024                              | 5/15/2024                        | 5/20/2024                                |
| 8/7/2024                      | 6/7/2024                               | 6/12/2024                        | 6/17/2024                                |
| 9/4/2024                      | 7/12/2024                              | 7/17/2024                        | 7/22/2024                                |
| 10/2/2024                     | 8/9/2024                               | 8/14/2024                        | 8/19/2024                                |
| 11/6/2024                     | 9/13/2024                              | 9/18/2024                        | 9/23/2024                                |
| 12/4/2024                     | 10/4/2024                              | 10/9/2024                        | 10/14/2024                               |