



City of Ranson



312 South Mildred Street
Ranson, West Virginia 25438-1621
Phone (304) 725-1010 Fax (304) 728-8579

Mayor A. David Hamill Recorder Tony Braithwaite

Council Members
Kimberly Biddle
Scott Coulter
Donnie Haines
Duke Pierson
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Rezoning Application

City of Ranson Planning and Zoning Department

Sarah Kleckner, Planning Director
skleckner@cityofransonwv.net

Submittal Date: _____	Development District: _____
Official Submittal: _____ (Staff Use Only)	Fee Paid: _____ Rezoning Request: \$1,000 plus \$100 per acre for first ten (10) acres, then \$25.00 per acre thereafter. Proffer Amendments: \$1,000 flat fee
Taken By: _____	Payment Type: _____
Project Number: _____	

Development Information

Project Name:		Total Area (acres):	
Current Zoning:	Proposed Zoning:	Map Number:	Parcel:
Water Service: Public <input type="checkbox"/> Private <input type="checkbox"/> Provider: _____ _____		Sewer Service: Public <input type="checkbox"/> Private <input type="checkbox"/> Provider: _____ _____	
		Sewer Flow: (gallons per day at build-out) Water Usage: (gallons per day at build-out)	
Location of Property (provide landmarks, street address, intersections, etc.):			
What is the existing use of the property?			
What is the proposed use of the property?			

Rezoning Application Checklist

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- A completed application and fee in accordance with the Fee Schedule.
 - A survey plat and a legal description of the property that includes bearings and distances for the area to be rezoned.
 - A proposed development plan outlining the need for a rezoning.
 - Signed development agreement.
 - Review agency and general development plan transmittal (as needed).

<input type="checkbox"/> Charles Town Water	<input type="checkbox"/> Alleghany Power	<input type="checkbox"/> WV Div. of Highway
<input type="checkbox"/> Charles Town Sewer	<input type="checkbox"/> Comcast	<input type="checkbox"/> Norfolk Southern
<input type="checkbox"/> Public Service District	<input type="checkbox"/> Frontier Comm.	<input type="checkbox"/> CSX
<input type="checkbox"/> Jefferson Utilities	<input type="checkbox"/> WV Dept. of Env. Protection	<input type="checkbox"/> Jay Watson (for:
<input type="checkbox"/> Jefferson Co. Health Dept.	<input type="checkbox"/> WV Div. of Culture & History	Ambulance/F&R)

Owner/Applicant Information

Owner I (Print): _____ Percent of Ownership: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
Owner II (Print): _____ Percent of Ownership: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
Developer (Print): _____ Percent of Ownership: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____
Consultant (Print): _____ Percent of Ownership: _____ Address: _____ _____ Phone: _____ Fax: _____ Email: _____

Please Direct Correspondence To:	<input type="checkbox"/> Owner <input type="checkbox"/> Developer <input type="checkbox"/> Consultant
<p>As the fee simple owner of this property, recorded in the Jefferson County Circuit Court, I certify that this application is complete and accurate to the best of my knowledge. I understand that any information lacking in such application shall be deemed incomplete and shall not be considered for review. Furthermore, I authorize the City to direct all correspondence to the above noted party who is also authorized and designated as my agent during review of this application.</p>	
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

Procedures for Rezoning Property

Amendments may be undertaken in order to carry out the purposes stated in 19-1 of the Zoning Ordinance. Proposed amendments should consider whether they promote health, safety, and the general welfare and to encourage the most appropriate use of land.

The City Manger may request additional copies of any item listed and may request any additional information needed for an adequate review. At a minimum, the application must include the following:

- 1.) A complete application form and fee accompanied with all information needed for review. Additional copies of the application form may be specified by the City;
- 2.) Three copies of a complete description of the request including any proposed development agreements, general development plan, or other conditions for consideration;
- 3.) Three copies of a description of the property proposed for rezoning including an accurate map with the dimensioned property lines such as a boundary survey. The description shall include:
 - a.) Adjoining streets and widths, utilities, features, and the location of all structures;
 - b.) Existing uses of the land, current zoning classification, and the uses of the property under review;
 - c.) Current zoning classification and uses of all adjacent properties;
 - d.) Any additional information required by the City Manager or his designee to ensure an adequate review can be done;
 - e.) A complete description of the request.

Any application that does not contain the minimum submittal requirements or requested information shall neither be reviewed nor considered by Council. Such submittal shall be returned to the applicant.

Development agreements may be submitted with a rezoning application to offset any negative impacts caused by the proposal. For the purposes of this process, a “voluntary proffer” is a written offer by the land owner to the Planning Commission to satisfy certain reasonable conditions of a development project. A condition contained in a voluntary proffer is considered reasonable if (1) the development project results in the need for the conditions; (2) the conditions have a reasonable relation to the development project; and (3) all conditions are in conformity with the Comprehensive Plan adapted pursuant to this article.

The application and any staff comments shall be considered by the Planning Commission who shall submit its recommendations and/or comments to the City Council. The request shall be advertised in accordance with the West Virginia Code 8A requirements.

Unless action is deferred, the application shall be reviewed by the City Council within 60 days of the original submittal date.