City of Elkins, West Virginia
Application for Zoning Map Amendment

Recommended by the Elkins Planning Commission: April 9, 2026
Adopted by Elkins City Council: April 21, 2026

Use this application for requests to change the zoning designation of a parcel or group of parcels.

Name of Applicant: _____

Applicant Address: _____

Applicant Phone No: _____ Applicant Email: _____

Application Fee: $100. *(You will be billed separately for the cost of legal advertisement and notification posters, if applicable. All fees and costs are non-refundable.)*

Zoning amendment petitions shall include the following information, as applicable, and in sufficient detail to support the requested amendment:

a. The street address, parcel identification number, and legal description of the property or properties for which the zoning amendment is requested;
b. A scaled map of the subject property, correlated with the legal description, clearly showing the property's location;
c. The name, mailing address, email address, and telephone number of the petitioner(s);
d. The petitioner's ownership interest in the subject property, including the name and address of any additional owners of record if the property is held jointly or by multiple parties;
e. A description of the existing use(s) of the property (see Elkins Code § 152.056);
f. A description of the proposed use(s) of the property;
g. If applicable, the proposed text amendment pursuant to Elkins Code § 152.024 (attach the Elkins Planning Commission Application for Zoning Text Amendment);
h. The total area of the property in square feet and/or acres;
i. A proposed development time schedule, if applicable;
j. Additional exhibits as may be required by staff, such as a plot plan or site plan showing existing and proposed structures, easements, watercourses, curb cuts, and the uses of adjacent properties, as necessary to describe existing or proposed conditions; and
k. The signature(s) of the petitioner(s), certifying that the information provided is true and accurate to the best of their knowledge.

Attestation:

The applicant shall provide their name, complete mailing address, and telephone number above. If this application is submitted on behalf of a corporation, partnership, trust, or other entity, written documentation authorizing the applicant to act on behalf of the owner(s) shall be attached.

With my signature below, I hereby certify that all information provided in this application, and in all documents, statements, maps, and exhibits submitted with it, is true and correct to the best of my knowledge and belief. I acknowledge that zoning amendments require an application fee and may require legal advertisement and/or posting of notice on the subject property, as required by law. I understand that I must pay the application fee and will be billed separately for the actual cost of any required publication and/or posting and that payment of all of these costs is required before the application may be scheduled for public hearing or further consideration.

Applicant Signature: _____

Printed Name: _____

Date: _____

STATE OF WEST VIRGINIA,
COUNTY OF RANDOLPH, to-wit:

I, _____, a Notary Public in and for said County and State, do hereby CERTIFY that _____, whose name is signed to the foregoing and hereto annexed writing, bearing date of the ____ day of _____, _____, for, _____ as its _____, has this day ACKNOWLEDGED the same before me in my said County to be the act and deed of said corporation.

Given under my hand this _____ day of _____, _____.

_____ _____

My commission expires Notary Public