APPENDIX B - ZONING AMENDMENT PETITON FORMS

GUIDELINES (amended June 2, 2026)

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 shall require the petitioner to give notice of a public hearing a minimum of fifteen (15) days prior to the hearing date by placing a Class I legal advertisement in the "general circulation" newspaper **and** serve notice by sending notification by certified mail to adjacent property owners at least fifteen (15) days prior to the hearing date.

The petitioner(s) must appear at the hearing either in person or by representative.

After the public hearing, a copy of the Planning and Zoning Commission's findings will be conveyed to the County Commission for its consideration. The petitioner(s) or 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 $100.00 (FORM Z-1)
2. Copy of Deed of Petition area.
3. Parcel 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 $100.00 (FORM Z-1)
_____ Copy of Deed of Petition Area
_____ Parcel 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

Petition Fee $100.00

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.

PRINT NAME OF OWNER _____

SIGNATURE OF OWNER _____

PRINT NAME OF AGENT _____

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) PARCEL PLAN MAP REQUIREMENTS

The petition shall be accompanied by a parcel 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 parcel plan. Adjacent owners shown must comply with Form Z-3.

D. Petitioner may provide 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. Petitioner may provide Location of access road(s), parking area, 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-3) ADJOINING PROPERTY OWNERS

In addition to a Class I legal advertisement (Form Z-4), notice must be sent to all adjacent property owners. Notification shall be by certified mail and must occur a minimum of fifteen (15) days prior to the public hearing. Proof that notification was sent may be made by submission of the certified receipts. The petitioner(s) requirement to notify adjacent property owners will be fulfilled if the notification is mailed to the adjacent property owners current address as listed with the County Assessor's office.

Adjacent property owners shall mean all persons, firms, corporations, etc. whose property borders at any point of the property to be rezoned, including any owners whose property would border the parcel to be rezoned, but for the location of a street, alley or other roadway between that property and the parcel to be rezoned. Notification shall be given to property owners or other entities that the Planning and Zoning Commission may deem necessary. The locations of all property owners to be notified are to be shown on the Parcel Plan Map.

Notification shall be a copy of the Class I legal advertisement.

Failure to fully comply with this article will require the public hearing to be rescheduled and proper notice to be given again.

All owners of property or other entities must be listed below and designated on the Preliminary Plat.

Map ID	Property Owner	Mailing Address

(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 North Heber Street,

Beckley, West Virginia at 4:00 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

The zoning or re-zoning of property is at times a concerning issue in communities. Applicants are not required to precisely describe the proposed use of the property, however transparent or complete plans relieve concerns within the community. Additionally, restrictive covenants and buffer zones can be added protections that relieves some concerns of adjoining property owners. With these things in mind, in narrative form below, describe the proposed use of the property covered by this petition request.
In addition to the narrative description of the proposed use, include a site plan showing any buffer zones or future land use plans that are known at this time.

Narrative Description

_____

_____

_____

_____

_____

_____

(FORM Z-6) APPROPRIATE CERTIFICATES (Must be provided prior to issuance of a building permit)

A. Appropriate certificates of approval (entrance permits) from the West Virginia Department of Highways. (Contingent on approval by the Raleigh County Commission and prior to issuance of building permit)

B. Appropriate certificates of approval from State and/or local health authorities concerning water/sewer systems.

C. Appropriate agreements between the Utility Provider and the developer that services are available.

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.