



## Hardy County Planning Commission

204 Washington Street  
Moorefield, WV 26836  
(304) 530-0257

# FOCUSED

## ON THE FUTURE OF HARDY COUNTY

### Request for Rezoning of Property Application

**Name of Applicant:** \_\_\_\_\_

**Address:**

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**Phone number/ Fax:**

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**Email:**

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**Description of parcel to be rezoned and Request :**

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**Application Procedures as per the Hardy County Zoning Ordinance: Article 5, Section 11, Letter A:**

A. Request for rezoning of property

1. A request for rezoning of property shall be filed on prescribed forms with the Office of Planning. The request or application, shall include a list of the property owners' names and addresses located within 250 feet of the affected areas. The applicant must also submit the tax map and parcel numbers for the list of

properties along with a stamped and addressed envelope for each of the names and addresses of property owners in the affected area. If the list includes a lot within a subdivision, the applicant must submit the name of the president for that subdivision's home owners association along with a stamped and addressed envelope for that member.

2. The Planning Office will conduct a formal review of the completed application. The Planning Office will endeavor to complete its review within ten (10) days.
3. The Planning Office will publish a legal advertisement describing the request for rezoning in the local newspaper of general circulation thirty (30) days prior to the scheduled public hearing before the Planning Commission. The prepared envelopes notifying the property owners located within 250 feet of the affected property and a homeowners association board member of an affected subdivision and submitted by the applicant will be mailed at the same time the legal advertisement is submitted to the newspaper for publication.
4. The Planning Commission will hold a duly scheduled public hearing on the rezoning request and the Planning Commission will make a recommendation to the County Commission. The Planning Office will prepare a written report of the decision.
5. Within fifteen (15) calendar days of a decision made by the Planning Commission, the County Commission will hold a public meeting to hear the Planning Commission's recommendation. Attendees at the public meeting will be notified of the date and time of the County Commission's public hearing. The County Commission will endeavor to make a decision on the request and recommendation within ten (10) working days after the County Commission hearing.
6. If the request for rezoning is approved by the County Commission, the applicant will receive approval and will be formally notified by mail by the Planning Office. An original court order will be signed by the County Commission and will be filed with the Clerk of Court of Hardy County within three working days. The Planning Office will amend the zoning map to reflect the approved rezoning.
7. If the request for rezoning is denied by the County Commission, the applicant will be formally notified in writing by the Planning Office of the denial and the right to appeal the decision to the

