

TOWN OF MIDDLEBOURNE
211 STEALEY ST
MIDDLEBOURNE, WV 26149
304-758-4771
(HOUSING UNIT APPLICATION)

FOR OFFICE USE ONLY:
RECEIVED BY: _____
DATE: _____
APPROVED: _____
DENIED: _____

APPLICANT'S NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

LOT # & DESCRIPTION SO WE CAN CHECK FLOOD PLAIN: _____

APPLICATION MUST CONTAIN THE FOLLOWING:

- 1.) A SKETCH OR PLAT OF THE REAL PROPERTY UPON WHICH THE CONSTRUCTION OR RE-CONSTRUCTION IS TO TAKE PLACE.
- 2.) THE SKETCH TO INCLUDE EITHER A ROUGH DRAWING OR ACTUAL BUILDING PLANS OF THE PROPOSED CONSTRUCTION OR RE-CONSTRUCTION.
- 3.) THE SKETCH AND PLANS MUST SHOW HOW MANY HOUSING UNITS WILL ULTIMATELY BE ON THE PARCEL OR PARCELS OF REAL PROPERTY.
- 4.) THE NUMBER OF HOUSING UNITS CANNOT EXCEED 1 PER EACH 5000 SQUARE FEET OF REAL PROPERTY INCLUDING ANY UNITS ALREADY IN EXISTENCE.
- 5.) THE SKETCH OR PLAT MUST PROVIDE FOR AND SHOW THE LOCATION OF AT LEAST ONE OFF-STREET PARKING SPACE PER HOUSING UNIT.

A FEE OF \$5.00 PLUS \$25.00 FOR EACH NEW HOUSING UNIT MUST BE PAID AT THE TIME OF THE APPLICATION.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

MAYOR/TRAILER COMMITTEE REP. _____ **DATE:** _____

FEE PAID \$ _____ **DATE:** _____