

HOW TO OBTAIN A LAND USE/BUILDING PERMIT IN THE TOWN OF MARTINSBURG

Last revised on 5/14/10

- ◆ Request a Land Use Permit from either the Town Clerk, 376-2299/376-6263, or the Land Use Officer, Craig Forney, 376-7218;486-8341. The fee is payable to the Town of Martinsburg (see Martinsburg Fee Schedule).
- ◆ Review the Town of Martinsburg Development Law. Copy of law is available at the Town Clerk's office and on the web at <http://www.tughillcouncil.com/Martinsburg.htm>.
- ◆ After finding the location of the proposed structure on the Land Use District map, go to the chart on page 9 and determine if the use is allowed for that parcel. (Have a County map available also to make sure of your location.) If the Land Use is permissible, a Land Use Permit will be approved by the Land Use Officer Craig Forney.
- ◆ Now contact the County Building Inspector at the Lewis County Planning Department to obtain a building permit, 376-5377. There will be a fee for this permit. You are not allowed to proceed with any construction until a building permit is obtained. An approved Land Use Permit from the Town of Martinsburg should be shown to the County Inspector.
- ◆ If the proposed structure is not permitted, the Lane Use Permit will be denied. If the permit is denied, contact the Town Planning Board:

Chairman: Michael Colwell - 376-7402
Sec Paul Kelly - 376-6014
Mark Pominville - 376-7354
William Tarasek - 376-2503
Carl Golas - 376-7695

- ◆ Request a meeting of the Planning Board to obtain a Special Use Permit. If a Special Use Permit is denied, you then need to contact the Zoning Board of Appeals:

Chairman Richard Arthur - 376-3100
Sec Richard Leviker - 376-6804
John Demko - 376-3215
Samuel Kriwox - 376-3695
Henry Bush - 376-8381

- ◆ If a Variance is not granted, you are not allowed to build.
- ◆ If structure is on a seasonally or minimum maintained road, only a seasonally used facility will be allowed.