

i n c l u s i v e

P A R K E R S B U R G

c o m m u n i t y

The City of Parkersburg is an inclusive community rich in tradition. There are many benefits to living and/or owning a business in **Parkersburg, WV** and here are just a few...

✓ **Excellent fire and police protection**

- ⇒ Average police response time is less than 4 four minutes
- ⇒ Average fire response time is 3 minutes or less
- ⇒ City awarded high fire safety rating in 2009 by Insurance Services Office

✓ **Curbside waste and recycling service**

✓ **Controlled growth and development**

✓ **Ensure future land uses are compatible with existing development**

✓ **Encourages housing maintenance through code enforcement, and**

✓ **Snow removal from City streets**

On behalf of the residents and businesses that already call Parkersburg home, thank you for taking an interest in our community.

Sincerely,

Tom Joyce, Mayor



**DEVELOPMENT DEPARTMENT**

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# Your complete guide to annexation

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**DEVELOPMENT DEPARTMENT**

## To complete your application..

### Two Simple Steps

1. Fill out a petition/application form
2. Submit your application to the Planning Division.

The City *will provide* petitioners with a plat based on existing instruments of record, in the case of a minor boundary adjustment.

If a new subdivision(s) desires to be part of the community, the subdivision will need to submit a survey/plat and metes and mounds description by a Certified Surveyor to the Planning Division. A majority of a qualified voters (in the subdivision), must join the application for the petition to be heard.

Did you know that... Parkersburg is home to 33,000 residents

## PROCEDURE

The following describes the process for submitting and approving a petition for annexation.

1. With our assistance, please submit a completed application to the Planning Division, located on the 5th Floor of the Municipal Building. The City will provide petitioners with the necessary survey/plat based on existing instruments of record.

Did you know... Parkersburg is the 3rd largest City in West, Virginia

Downtown Farmers' Marketplace



The Marketplace offers residents, businesses and visitors fresh fruits, vegetables, flowers, meats and other seasonal items. The Marketplace was established in 2008 and is open May-October annually.

2. The Planning Administrator will notify government agencies of the proposed annexation. The Municipal Planning Commission (MPC) will evaluate the proposal and make a formal recommendation to City Council. Applicant must attend public hearing held by MPC.
3. Upon approval from City Council, the Planning Administrator will prepare a formal annexation application to the Wood County Commission.
4. Commissioners will hear the petition for annexation at one of their regularly scheduled meeting (which are held on



Did you know... Parkersburg is the major employment center in the Mid-Ohio Valley

- Mondays and Thursdays). If the request is approved, the Planning Administrator will notify City agencies and the County Assessor (for ad valorem taxes) of the newly annexed territory.
5. The Planning Administrator will prepare an ordinance to City Council for the territory's new zoning designation.
6. If and when the petition for annexation is approved and a zoning classification designated, the applicant will be notified by the Planning Administrator through certified mail. Please note that new improvements to the property are prohibited and building permits will not be issued, until this process is completed.