



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-24-B

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application is required for any modification of structures within the Shepherdstown Historic District. The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. Reference [this map](#) to see if you live within the Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance. [Please reference Title 9, Section-309](#)).

Applicant's name: Aaron Rohrer  
(Must be Property Owner)

Mailing address: 832 Oak Hill Ave.  
Hagerstown MD 21742  
City State Zip

Telephone: 574-850-4188 Email: slowdownbarberlounge@gmail.com  
~~slowdownbarberlounge~~

Street address of proposed work: 118 East German St.

Lot Number/Legal Description: \_\_\_\_\_  
(if no address exists)

Current Zoning: \_\_\_\_\_ Current Land Use: \_\_\_\_\_  
Note: Reference [this map](#) for zoning Classifications.

Description of Work: We had a small sign made with our logo on it to hang out front on the street.

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: \_\_\_\_\_

Contractor's Business License: \_\_\_\_\_  
A copy of the contractor's Shepherdstown business license or license application MUST be attached.



# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application # 25-26B

Check all the areas that apply:

**Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.**

☐ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

**Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.**

**Category III- New construction of and/or additions to residential, commercial, and industrial structures.**

**(Categories II and III):**

☐ SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☐ Gross & net land area of property

☐ Setback from property boundaries

☐ Existing & proposed topography (only if regrading of the property is required)

☐ Existing & proposed accessory structures.

☐ Existing & proposed street right-of-way & entrance

☐ Sidewalk, handicap access, Category IV only

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

☐ ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

☐ ZONING INFORMATION shall be defined in the application as required:

☐ Dwelling density- net (residential application only)

☐ Flood plain designation if any (mapping available in Town Hall)

☐ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

**Category IV- Demolitions or Relocation of a Structure:**

☐ Historic designation of structures to be demolished (documents available in Town Hall)

☐ Complete description of structure(s) or part(s) of structure(s) to be demolished.

☐ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

**All Categories:**

☐ Copy of general contractor's Shepherdstown business license or license application.

Please reference **Title 9** of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • abeall@shepherdstown.us



# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-26-B

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

## Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

## Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: 9-15-2025

Signature: [Signature]  
(Owner)  
Print Name: Aaron Rohrer

For Office Use:

Zoning Officer Comments

Fee Paid  
Date Paid  
**PAID**  
**SEP 15 2025**  
**\$15.00**  
CC - Re



# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St

PO Box 248 (for mailing)

Shepherdstown, WV 25443

Application #

25-26-B

## Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

<b><u>Category I:</u></b>  <b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.
<b><u>Category II:</u></b>  <b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
<b><u>Category III:</u></b>  <b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.  <b>\$50 + \$0.10 per sq ft</b> - New construction of garages & other accessory buildings (permanently attached to the ground).
<b><u>Category IV:</u></b>  <b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application): <ul style="list-style-type: none"><li>Reason for the demolition/relocation (including historic documentation).</li><li>Describe the structure's condition in detail.</li><li>Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li><li>Evidence of relevant funding or financial concerns.</li><li>Timeframe for project</li></ul> <b>\$50.00</b> - Accessory Buildings <b>\$150.00</b> - Non-Contributing Structures (< 50 years old) <b>\$500.00</b> - Contributing Structures (≥ 50 years old)
<b>\$15</b> – Certificate of Appropriateness Fee

Please reference **Title 9** of Town Ordinance for specifics

Please contact Andy Beall with any questions. (304) 876-6858 • [abeall@shepherdstown.us](mailto:abeall@shepherdstown.us)

# Receipt

**Payment processed succesfully!** Thank You for your Payment. Please print this receipt for your records. An email receipt will be sent if you have provided your email.

## Your payment receipt.

Dear Aaron Rohrer ,

Thank You for your payment. Please click the close button to clear your cart and return to the main screen.

### Payment Details

Account # :	00000000
Statement # :	c334c20e-ce61-4bf0-aaba-d3ea4c731a7c
Amount :	15.00

Transaction Amount :	\$15.00
Processing Fee:	\$2.95
Total Amount:	\$17.95
Authorization Code:	7413094
Transaction Date:	9/15/2025 3:47:54 PM
Card Holder :	Aaron Rohrer
Card :	VISA ending with 6493

*Please allow 2 - 3 business days for card payments to post to your account. Please contact Shepherdstown at if you need assistance or have any questions.*



19in

.5 in  
H



BASE: 1/2IN. MDO SIGN BOARD

PAINT: ENAMEL BASED PAINT

HARDWARE: GALVANIZED SHACKLES



25-26-B

## Application for Sign Permit

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application needs to be submitted to Town Hall for approval of any signage. Please reference [Title 9, Section-210](#).

**Name of applicant:** Aaron Rohrer - Slow Down Barbershop & Lounge  
(include name of business)

**Mailing address:** 832 Oak Hill Ave

Hagerstown

City

MD

State

21742

Zip

**Telephone:** 574-850-4188

**Email** slowdownbarberlounge@gmail.com

**Street address of proposed work:** 118 E German St, Shepherdstown

**Telephone:** \_\_\_\_\_ **Email:** slowdownbarberlounge@gmail.com

**Prior to your application being accepted you are required to provide the following:**

(Please initial each indicating it has been provided)

- \_\_\_\_\_ Total square footage of all existing signs on building
- \_\_\_\_\_ Linear width of storefront in feet
- \_\_\_\_\_ Total square footage of proposed sign(s)
- \_\_\_\_\_ Drawing or picture of building showing placement of sign(s)
- \_\_\_\_\_ Drawing or picture of sign(s) with dimensions & material composition
- \_\_\_\_\_ Drawing or picture of bracket or method of mounting sign



**Hanging Sign(s) only:**

- \_\_\_\_\_ Bottom of sign is required to be a minimum 7ft above sidewalk
- \_\_\_\_\_ Outer edge of sign may not extend closer than 3ft from curb face

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** 8/20/25

**Signature:** \_\_\_\_\_  
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

**Date:** August 28, 2025

**Signature:** \_\_\_\_\_  
(Owner)

**Print Name:** JOHN H CHRISTMAN JR

FOR  
MAIN STREET PARTNERS LLP



#25-27

## Application for Sign Permit

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application needs to be submitted to Town Hall for approval of any signage. Please reference Title 9, Section-210.

**Name of applicant:** Town Run Watershed Kay Schultz  
(include name of business)

**Mailing address:** 78 Shepherd Village Circle  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 301-639-9337 **Email:** Kay.nixschultz@gmail.com

**Street address of proposed work:** East Washington St across street from  
bank between parking lot &  
**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
post office  
on town run

### Prior to your application being accepted you are required to provide the following:

(Please initial each indicating it has been provided)

- ☐ Total square footage of all existing signs on building
- ☐ Linear width of storefront in feet
- ☒ Total square footage of proposed sign(s) 6-ft sq
- ☒ Drawing or picture of building showing placement of sign(s)
- ☒ Drawing or picture of sign(s) with dimensions & material composition
- ☒ Drawing or picture of bracket or method of mounting sign

### Hanging Sign(s) only:

- ☒ Bottom of sign is required to be a minimum 7ft above sidewalk
- ☒ Outer edge of sign may not extend closer than 3ft from curb face

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** 9/3/25 **Signature:** Kay Schultz  
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

**Date:** 9/3/25 **Signature:** Mike Chapman  
(Owner)  
**Print Name:** Mike Chapman

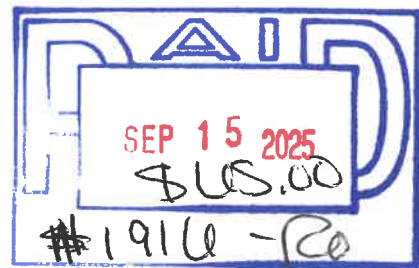




8 ft post - steel

sign 2 ft - 6 ft above ground

4 bolts attach signs to posts.





#28-28

**Application for Sign Permit**104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application needs to be submitted to Town Hall for approval of any signage. Please reference Title 9, Section-210.

**Name of applicant:** Town Run Watershed Kay Schultz  
(include name of business)

**Mailing address:** 78 Shepherd Village Circle  
Shepherdstown WV 25443  
City State Zip

**Telephone:** 301-639-9337 **Email:** kay.nixschultz@gmail.com

**Street address of proposed work:** East German St across from

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
Historic Reform Church

**Prior to your application being accepted you are required to provide the following:**

(Please initial each indicating it has been provided)

- ☐ Total square footage of all existing signs on building
- ☐ Linear width of storefront in feet
- ☒ Total square footage of proposed sign(s) 6 ft sq
- ☒ Drawing or picture of building showing placement of sign(s)
- ☒ Drawing or picture of sign(s) with dimensions & material composition
- ☒ Drawing or picture of bracket or method of mounting sign

**Hanging Sign(s) only:**

- ☒ Bottom of sign is required to be a minimum 7ft above sidewalk
- ☒ Outer edge of sign may not extend closer than 3ft from curb face

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** 9/3/25 **Signature:** Kay Schultz  
(Applicant)

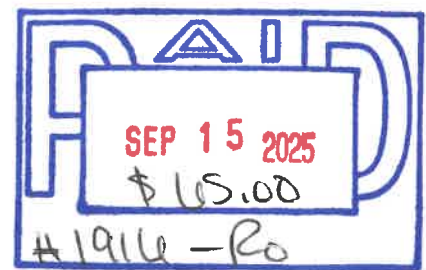
If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

**Date:** 9/4/25 **Signature:** (Peggy) Mary A McKowen  
(Owner)  
**Print Name:** (Peggy) MARGARET McKowen



East German St

East Washington St





# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-29

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

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Applicant's name: JOHN H K CHRISTMAN S.P. for  
(Must be Property Owner) Main Street Partners

Mailing address: PO Box 151  
Shepherdstown City WV State 25443 Zip

Telephone: 304-886-8005 Email: \_\_\_\_\_

Street address of proposed work: 217 S DUKE STREET - Ground level

Lot Number/Legal Description: \_\_\_\_\_  
(if no address exists) far right end only and doesn't have sign.

Current Zoning: COMMERCIAL Current Land Use: COMMERCIAL

Note: Reference [this map](#) for zoning Classifications.

Description of Work:

HANGING SMALL SIGN FROM  
EXISTING BRACKETS FROM PREVIOUS  
BUSINESSES

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: N/A

Contractor's Business License: N/A

A copy of the contractor's Shepherdstown business license or license application MUST be attached.





# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Application # \_\_\_\_\_

Check ~~all~~ the areas that apply:

Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.

PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

MATERIAL AND COLOR SAMPLES for exterior finishes

Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.

Category III- New construction of and/or additions to residential, commercial, and industrial structures.

## (Categories II and III):

SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

Gross & net land area of property

Setback from property boundaries

Existing & proposed topography (only if regrading of the property is required)

Existing & proposed accessory structures.

Existing & proposed street right-of-way & entrance

Sidewalk, handicap access, Category IV only

MATERIAL AND COLOR SAMPLES for exterior finishes

ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

ZONING INFORMATION shall be defined in the application as required:

Dwelling density- net (residential application only)

Flood plain designation if any (mapping available in Town Hall)

Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

## Category IV- Demolitions or Relocation of a Structure:

Historic designation of structures to be demolished (documents available in Town Hall)

Complete description of structure(s) or part(s) of structure(s) to be demolished.

At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

## All Categories:

Copy of general contractor's Shepherdstown business license or license application.





# Historic Landmarks Commission's Application for Certificate of Appropriateness

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Application # \_\_\_\_\_

## Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

## Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: 9-17-2025

Signature:  
(Owner)

Print Name:

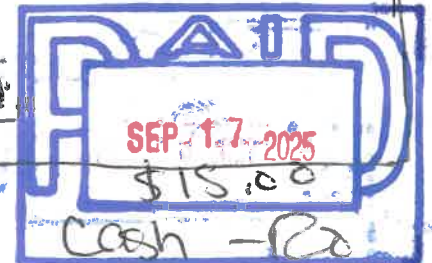
JOHN H K CHRISTMAN G.P.  
for Main Street Partners

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid





# Historic Landmarks Commission's Application for Certificate of Appropriateness

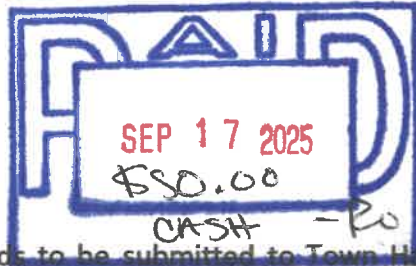
104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Application # \_\_\_\_\_

## Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

	<p><b><u>Category I:</u></b></p> <p><b>\$50.00</b> - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters &amp; downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.</p>
	<p><b><u>Category II:</u></b></p> <p><b>\$100.00</b> - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.</p>
	<p><b><u>Category III:</u></b></p> <p><b>\$300 + \$0.50 per sq ft</b> - New construction of and/or additions to residential, commercial, and industrial structures.</p> <p><b>\$50 + \$0.10 per sq ft</b> - New construction of garages &amp; other accessory buildings (permanently attached to the ground).</p>
	<p><b><u>Category IV:</u></b></p> <p><b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application):</p> <ul style="list-style-type: none"> <li>• Reason for the demolition/relocation (including historic documentation).</li> <li>• Describe the structure's condition in detail.</li> <li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li> <li>• Evidence of relevant funding or financial concerns.</li> <li>• Timeframe for project</li> </ul> <p><b>\$50.00</b> - Accessory Buildings  <b>\$150.00</b> - Non-Contributing Structures (&lt; 50 years old)  <b>\$500.00</b> - Contributing Structures (≥ 50 years old)</p>
	<p><b>\$15 – Certificate of Appropriateness Fee</b></p>



## Application for Sign Permit

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application needs to be submitted to Town Hall for approval of any signage. Please reference [Title 9, Section-210](#).

Name of applicant: CHLOE JACOBSON  
(include name of business)

Mailing address: 75 SYBIL COURT  
SHEPHERDSTOWN WV 25443  
City State Zip

Telephone: 443-750-0107 Email: SAGEYTATTOO@GMAIL.COM

Street address of proposed work: 217 S DUKE STREET

Telephone: 443-750-0107 Email: SAGEYTATTOO@GMAIL.COM

Prior to your application being accepted you are required to provide the following:

(Please initial each indicating it has been provided)

- CJ Total square footage of all existing signs on building (0)
- CJ Linear width of storefront in feet (15)
- CJ Total square footage of proposed sign(s) (6.25)
- CJ Drawing or picture of building showing placement of sign(s)
- CJ Drawing or picture of sign(s) with dimensions & material composition
- CJ Drawing or picture of bracket or method of mounting sign

Hanging Sign(s) only:

- CJ Bottom of sign is required to be a minimum 7ft above sidewalk
- CJ Outer edge of sign may not extend closer than 3ft from curb face

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

Date: 9/11/25 Signature: Angel J.  
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: Sept 12, 2025 Signature: [Signature]  
(Owner)  
Print Name: JOHN K CHRISTMAN G.P.  
for Main Street Partners L.P.





STOREFRONT APPPROX  
15 LINEAR FT



A photograph of a brick wall with a white rectangular text box in the center. The text box contains the words "Existing brackets" in red. Four red circles are drawn on the wall, one in each quadrant relative to the text box. Red arrows point from the text box towards each of these circles. Each circle highlights a small blue dot on the wall, which represents an existing bracket.

**Existing  
brackets**



**WEST VIRGINIA  
TAX DIVISION**

**BUSINESS REGISTRATION  
CERTIFICATE**

ISSUED TO:  
**SAGEY TATTOO INC  
DBA SAGE WILLOW  
217 S DUKE ST 104104  
SHEPHERDSTOWN, WV 25443-0000**

**BUSINESS REGISTRATION ACCOUNT NUMBER: 2477-4868**

This certificate is issued on: **August 15, 2025**

*This certificate is issued by  
the West Virginia Tax Commissioner  
in accordance with Chapter 11, Article 12, of the West Virginia Code.*

*The person or organization identified on this certificate is registered  
to conduct business in the State of West Virginia at the location above.*

**This certificate is not transferrable and must be displayed at the location for which issued.**

This certificate shall be permanent until cessation of the business for which the certificate of registration was granted or until it is suspended, revoked or cancelled by the Tax Commissioner.

Change in name or change of location shall be considered a cessation of the business and a new certificate shall be required.

TRAVELING/STREET VENDORS: Must carry a copy of this certificate in every vehicle operated by them.  
CONTRACTORS, DRILLING OPERATORS, TIMBER/LOGGING OPERATIONS: Must have a copy of  
this certificate displayed at every job site within West Virginia.



#25-30

**Application for Fence Permit**104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application is required for fencing within the corporate limits of Shepherdstown (for residents and businesses), that involve the construction or modification to fencing. A review of the application shall be approved or rejected by the Planning Commission. If approved, the project permit is valid for one year from the date of issuance. Please reference Title 9, Section-803.

**Applicant's Name:** Asbury Methodist Church - building is leased  
(Must be Property Owner) by Morgan Academy

**Street Address of Proposed Fence:** 320 West High Street

**Mailing Address:** 8505 SHEPHERDSTOWN PIKE  
SHEPHERDSTOWN WV 25443  
City State Zip

**Telephone:** 540-336-3465 **Email** ms.somers@morganacademywv.com

**Description of Work:** Extending the existing fence to encompass the preschool playground.

**Cost Estimate:** \$2,500 \$3,000

**Contractor Performing the Work:** Self

**Contractor's Business License:** NA

A copy of the contractor's Shepherdstown business license or license application MUST be attached.

**Project Category I - provide the following:**

☒ **PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES** (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☒ **MATERIAL AND COLOR SAMPLES** for exterior finishes - Photos

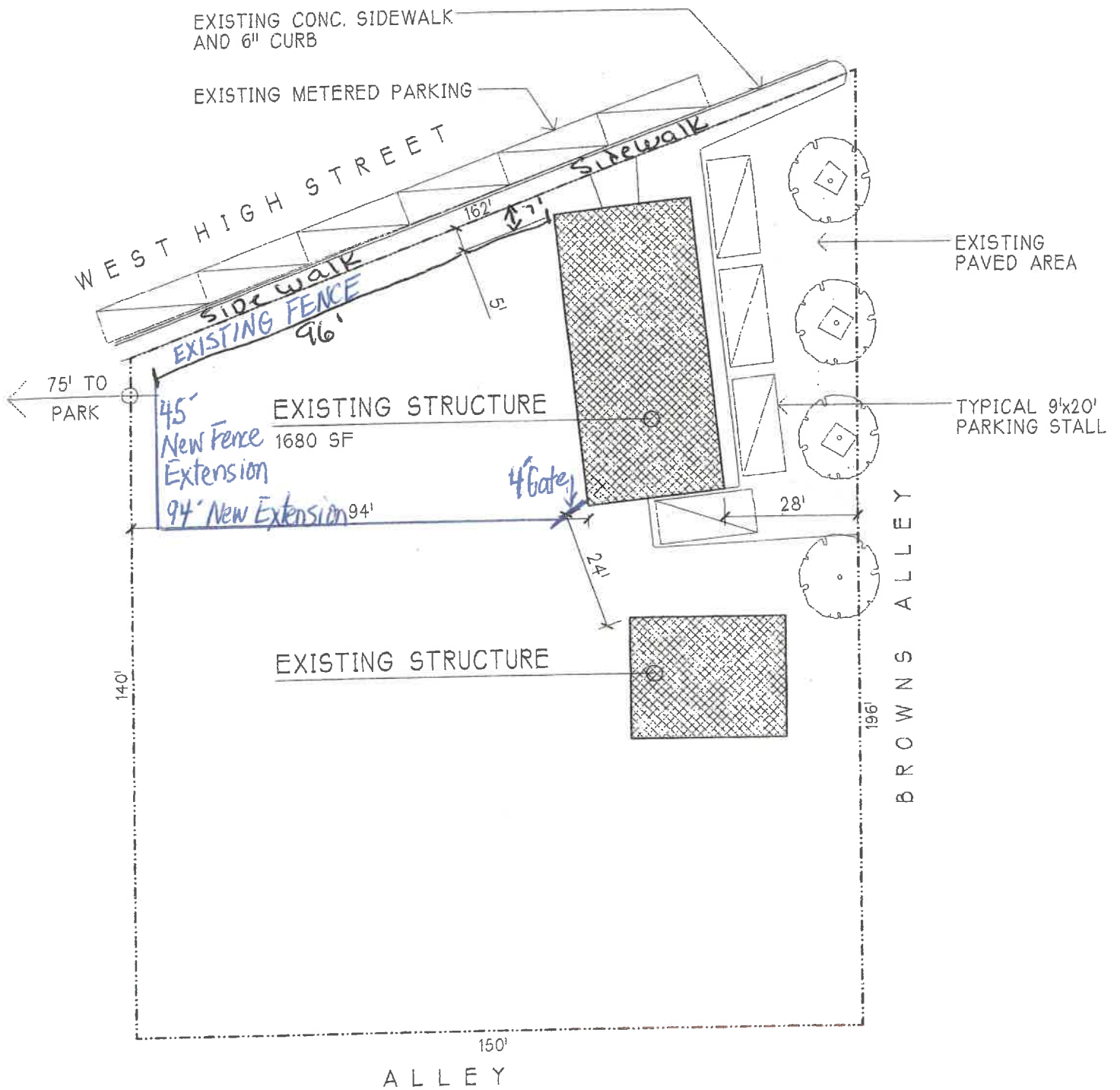
☒ **SITE PLAN** is required. See sample site plan (link to diagram) Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

Setback from property boundaries

**Date:** Sept. 18, 2025

**Signature:** Bernardine L. Somers  
(Applicant)  
**Print Name:** Bernardine L. Somers

# Site Plan with fence extension.



## 320 WEST HIGH STREET SITE PLAN

1"=30'



**SARA LAMBERT  
ARCHITECT**

707 . 324 . 6443 . SARA@SARALAMBERT.COM  
114 EAST GERMAN SUITE 201 . SHEPHERDSTOWN, WV

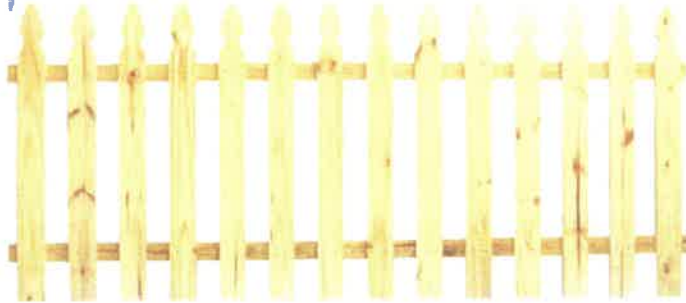
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Photos for extensions for fencing panels.



Severe Weather 3.5-ft x 8.0-ft Pressure Treated Pine French gothic Spaced picket Fence Panel **\$54.98**

[Shop Severe Weather](#)

★★★★★ 4 113



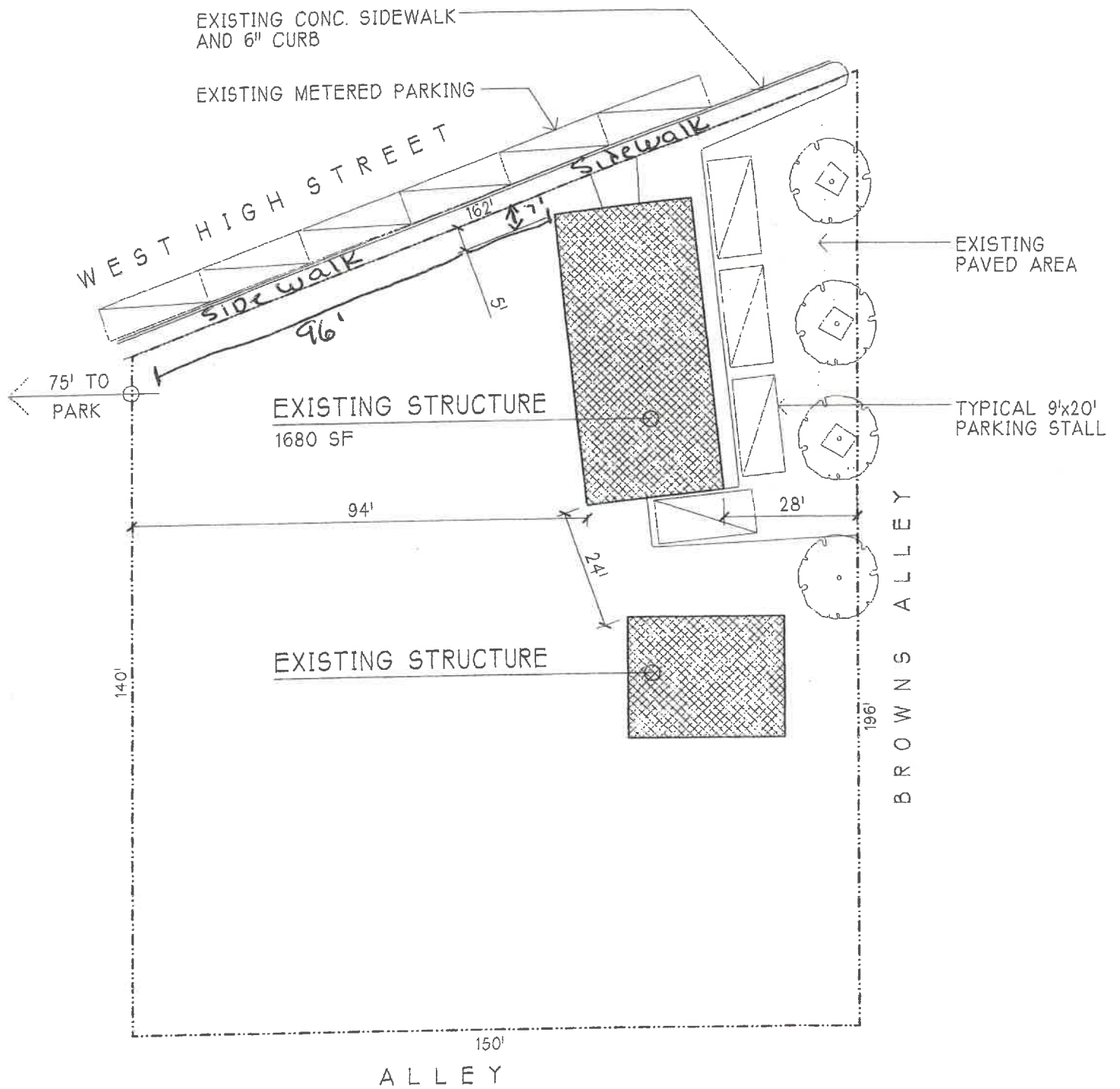


Photos of fence panels for extension





# Current Site Plan



## 320 WEST HIGH STREET SITE PLAN

1"=30'



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Existing Fence



Existing Fence



Historic Landmarks Commission's Application  
for Certificate of Appropriateness

Application # 25-31

202 South Princess Street

Contents

1. Application form
2. Scale drawing of roof
3. Photo 1 - Front of 202 S. Princess Street
4. Photo 2 - South Corner of 202 S. Princess Street
5. Photo 3 - West Corner of 202 S. Princess Street
6. Photo 4. Back View of 202 S. Princess Street
7. Paint description
8. Contractor's License - Carlos Service
9. Paint sample *(ALMOND TREE*





## Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 28-31

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application is required for any modification of structures within the Shepherdstown Historic District. The purpose of this application is to protect the integrity of the exterior architectural features of structures in the designated Historic District. Reference [this map](#) to see if you live within the Historic District. A review of this application shall be approved or rejected by the Historic Landmarks Commission (HLC). For projects modifying structural square footage, an approved Certificate of Appropriateness is required prior to this being forwarded to the Planning Commission for their review for the issuance of a project permit. Project permits are only valid for one year from the date of issuance. [Please reference Title 9, Section-309](#)).

Applicant's name: CARLOS NIEDERHAUSER  
(Must be Property Owner)

Mailing address: PO Box 1084  
SHEPHERDSTOWN WV 25443  
City State Zip

Telephone: 304-283-0983 Email: exmexgringo@gmail.com

Street address of proposed work: 202 S. PRINCESS STREET

Lot Number/Legal Description: \_\_\_\_\_  
(if no address exists)

Current Zoning: R-1 Current Land Use: RESIDENTIAL  
Note: Reference [this map](#) for zoning Classifications.

Description of Work:  
PREPARE METAL ROOF BY SCRAPING & CLEANING.  
APPLY PAINT

Project Category: 1  
(see descriptions on next page)

Contractor Performing the Work: CARLOS NIEDERHAUSER DBA CARLOS SERVICE

Contractor's Business License: WV004574

A copy of the contractor's Shepherdstown business license or license application MUST be attached.





# Historic Landmarks Commission's Application for Certificate of Appropriateness

Application #

25-31

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

Check all the areas that apply:

**Category I- Minor Projects such as awnings, porch railings, window boxes, satellite dishes, solar panels, signs, fences, non-permanent storage sheds and other minor changes.**

☐ PHOTOGRAPHS OR DRAWN ELEVATION VIEWS OF THE PROPOSED WORK SITES (clearly labeled), at reasonable scales, of the parts of the structure to be altered (again, clearly labeled in terms of which side of the structure, etc.) are needed.

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

**Category II- Driveways, decks, carports, porch enclosures and window, roof, or siding replacement.**

**Category III- New construction of and/or additions to residential, commercial, and industrial structures.**

**(Categories II and III):**

☐ SITE PLAN is required at common engineering (1" = 10' or 1" = 20', etc.) or architectural scales (1/4" = 1' or 1/8" = 1'). Specifically, these drawings shall include: North point, scale, date, property boundaries (lot lines), existing trees and/or significant planting (if work will disturb surroundings), street & parking lighting.

☐ Gross & net land area of property

☐ Setback from property boundaries

☐ Existing & proposed topography (only if regrading of the property is required)

☐ Existing & proposed accessory structures.

☐ Existing & proposed street right-of-way & entrance

☐ Sidewalk, handicap access, Category IV only

☐ MATERIAL AND COLOR SAMPLES for exterior finishes

☐ ELEVATIONS, drawings indicating height of proposed structures, materials, and window and door arrangements.

☐ ZONING INFORMATION shall be defined in the application as required:

☐ Dwelling density- net (residential application only)

☐ Flood plain designation if any (mapping available in Town Hall)

☐ Cost estimates and property appraisals for applications seeking exemptions from Chapter 12- Floodplain provisions.

**Category IV- Demolitions or Relocation of a Structure:**

☐ Historic designation of structures to be demolished (documents available in Town Hall)

☐ Complete description of structure(s) or part(s) of structure(s) to be demolished.

☐ At least one (1) structural report by a certified structural engineer. Applies to demolition requests for structures fifty (50) years or older.

**All Categories:**

☐ Copy of general contractor's Shepherdstown business license or license application.



## Historic Landmarks Commission's Application for Certificate of Appropriateness

Application # 25-31

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

### Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the leasee or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense. Reference Title 9-905.

### Please read the following paragraph carefully and sign.

Attach documents specified in the checklist of this application. I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with the Commission's approval. **I UNDERSTAND THAT MY PRESENCE AT THE ASSIGNED APPLICATION REVIEW MEETING IS REQUIRED.** Application must be signed by owner or his/her agent.

Date: 9/6/2025

Signature: C. Niederhauser  
(Owner)

Print Name: CARLOS NIEDERHAUSER

For Office Use:

Zoning Officer Comments

Fee Paid

Date Paid



## Historic Landmarks Commission's Application for Certificate of Appropriateness

Application #

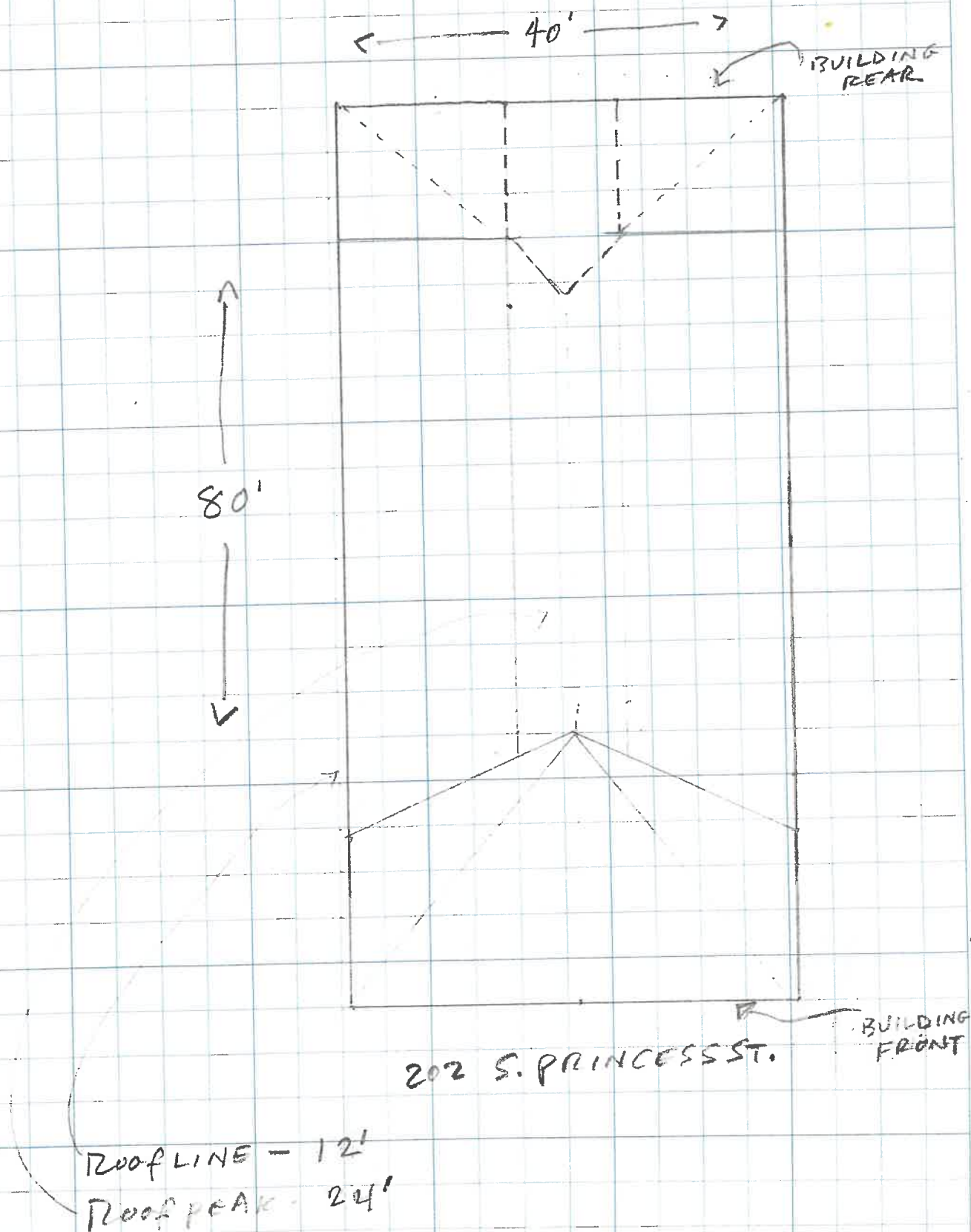
25-31

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

### Application Fees

Please check all boxes that may apply. Reference Section 9-902 of Chapter 8 paragraph XIV for more information. Application fees due upon submittal. Fees should be payable to the Town Treasurer/Clerk and must accompany the application. **If work begins without the required permit, double the cost of said permit will be applied.**

<b><u>Category I:</u></b>  \$50.00 - Minor projects such as murals, awnings, porch railings, window boxes, satellite dishes, solar panels, gutters & downspouts, patios, sidewalks, hardscaping, signs, fences, storage sheds (not attached to the ground) and other minor changes and permit extensions.
<b><u>Category II:</u></b>  \$100.00 - Window replacement, roof replacement, siding replacement, porch enclosure, driveways, carports, and decks.
<b><u>Category III:</u></b>  \$300 + \$0.50 per sq ft - New construction of and/or additions to residential, commercial, and industrial structures.  \$50 + \$0.10 per sq ft - New construction of garages & other accessory buildings (permanently attached to the ground).
<b><u>Category IV:</u></b>  <b>Demolition or Relocation of a Structure:</b> Removal of any building feature(s) or razing of any structure(s) or relocation of a structure to new location. For either project, the applicant must submit the following in writing (in addition to an application): <ul style="list-style-type: none"><li>• Reason for the demolition/relocation (including historic documentation).</li><li>• Describe the structure's condition in detail.</li><li>• Describe the proposed reuse of the site, including full drawings of new structure &amp; landscaping.</li><li>• Evidence of relevant funding or financial concerns.</li><li>• Timeframe for project</li></ul> \$50.00 - Accessory Buildings \$150.00 - Non-Contributing Structures (< 50 years old) \$500.00 - Contributing Structures (≥ 50 years old)
<b>\$15 – Certificate of Appropriateness Fee</b>

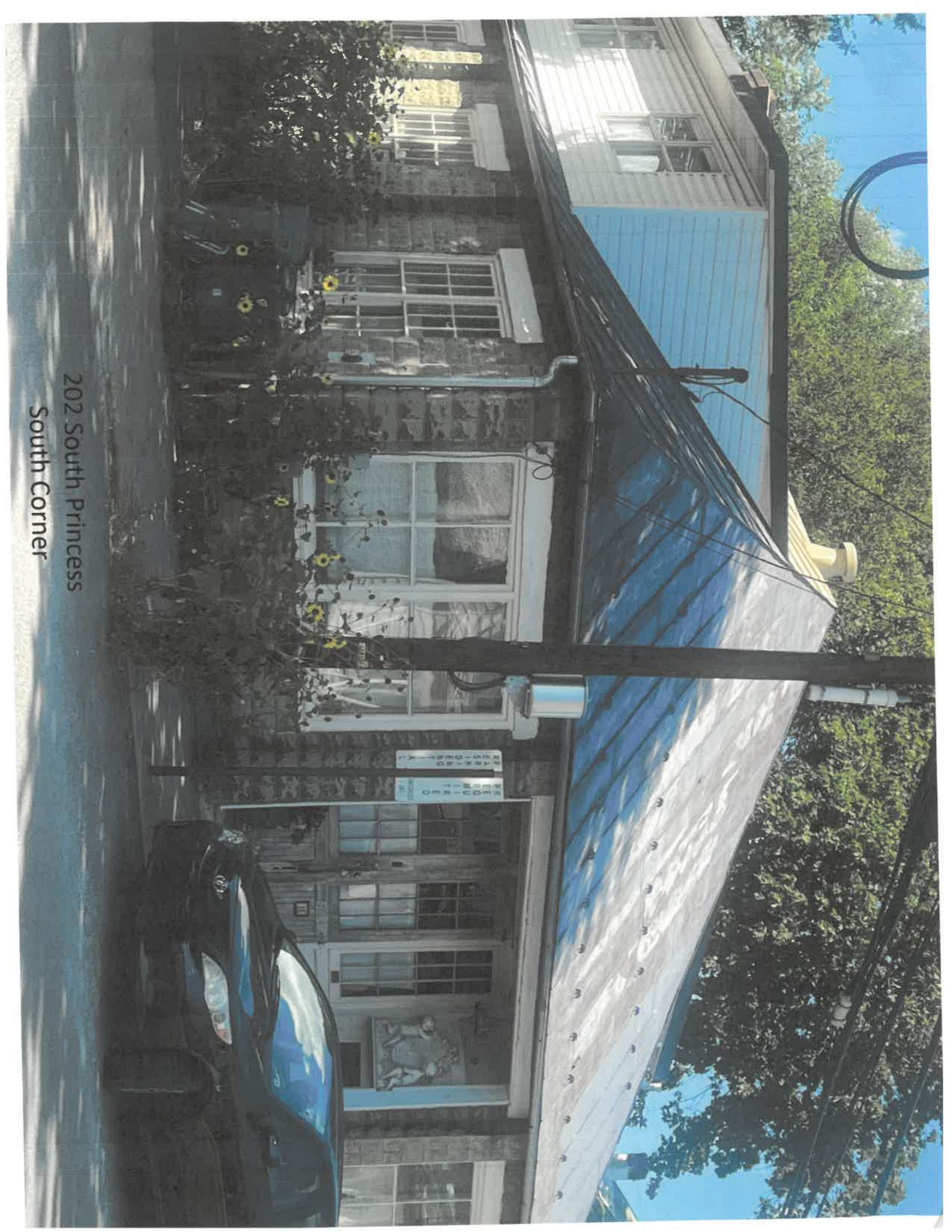






202 South Princess Front





202 South Princess  
South Corner





202 South Princess  
West Corner





202 South Princess  
Back



Roof Paint details for 202 S. Princess St., Shepherdstown, WV

Sherwin-Williams

Semi-Gloss DTM Architectural Acrylic

Color: 3047 Almond Tree



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
**West Virginia Contractor  
Licensing Board**

NUMBER: WV004574

## CLASSIFICATION:

CONCRETE  
ELECTRICAL  
GENERAL BUILDING  
GENERAL ENGINEERING  
HVAC  
MASONRY  
MULTIFAMILY  
PIPING  
PLUMBING  
RESIDENTIAL

SPECIALTY  
ROOFING  
SIDING

CARLOS NIEDERHAUSER  
DBA CARLOS SERVICE  
409 WEST LIBERTY STEET  
CHARLES TOWN, WV 25414

DATE ISSUED

SEPTEMBER 5, 2025

EXPIRATION DATE

SEPTEMBER 5, 2026

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.