



Our Mission

To protect the health and safety of the City's residents and further the stability and vitality of the City's economy through comprehensive planning, zoning code administration and capital improvement projects.

Department Functions

- Current and Long Range Planning
- Zoning Administration
- Engineering Plan Review
- Applications
 - Annexations
 - Land Use Amendments
 - Rezoning
 - Special Exceptions
 - Site & Development Plans
 - Variances
- Grant Preparation and Administration
- Plat Review
- Field Inspections
- Provide Staff to:
 - Planning Commission / Local Planning Agency
 - Zoning Board of Adjustment & Appeals

Frequently Asked Questions

Related Questions

How do I dispose of flammable liquids?

Some examples of regular household flammable liquids are:

- Rubbing Alcohol
- Nail polish and nail polish remover
- Linseed oil
- Aerosol cans
- Non-dairy creamer
- Gasoline, turpentine, and paint thinner
- Hand sanitizer
- Flour
- Oranges

Disposal of such flammable liquids is permissible by one of three means:

Removal – this usually requires help from a private company that will come to your home and remove the waste. This also usually requires payment for their service

Evaporation - This works best for thin, flammable liquids including gasoline and paint thinner. ALWAYS do this outside away from children, animals and any possible sparks/flames. If there is a small amount, simply remove the lid and the liquid will evaporate. If there is more than that, pour around a half inch into a metal/foil tray (ex. roasting pan, metal tray) and this should speed up the process. Repeat as necessary until all the liquid is gone. The metal/foil tray can be recycled with scrap aluminum in some collection programs, or it can be wrapped newspaper and disposed of in your regular trash

Solidification - Sawdust or shredded newspaper will work, but for any bigger amounts of liquids, you will want to get some cat litter or sand. ALWAYS do this outside, away from children, animals or possible sparks/flames. When the material is solidified, put into a double lined garbage bag and then it can be discarded in the regular trash. Be sure not to get the bag too heavy as it may bust

****When doing any of the above steps, remember to wear gloves and safety glasses as the liquid could splash****

How do I dispose of paint cans?

Leftover paint can be hazardous!! It contains materials that can leak into the ground, cause physical injury to sanitation workers, or contaminate septic tanks, you have to be careful when throwing it away. In addition to being dangerous, this can cause an unsightly mess on our city streets.

If there's only a small amount of paint in the bottom of the can, leaving it out in the sun should do the trick. If there's a bit more than the sun can handle, add sand. Once the sand has absorbed all the liquid, it is then safe to put in a garbage can.

Although this can be dangerous and can create a mess on our city streets, not handling leftover paint the proper way can also lead to the resident receiving a fine.

How do I dispose of sharps?

Disposal of sharps:

What is a “sharp”? Needles, syringes, injection devices and lancets are examples of a sharp. Proper disposal of any sharps are extremely important, if not taken seriously they can cause sticks, injury and may result in the transmission of disease. Listed below are some Do’s and Don’ts of sharp removal:

- DO immediately place used needles and other sharps in a sharps disposal container to reduce the risk of needle sticks, cuts or punctures from loose sharps
 - DO carry a portable sharps disposal container for travel
 - DO ask your health care provider, veterinarian, local hospital or pharmacist if they provide disposal containers at no charge
 - DO keep all sharps and sharps disposal containers out of reach of children and pets
 - DO seal sharps disposal containers when they are $\frac{3}{4}$ full, put the lid on and seal with duct tape, then label DO NOT RECYCLE
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- DON’T throw loose needles and other sharps into the trash
 - DON’T flush needles and other sharps down the toilet
 - DON’T put needles and other sharps in your recycling bin -- they are not recyclable
 - DON’T attempt to remove the needle without a needle clipper because the needle could fall, fly off, or get lost and injure someone

How do I get a pothole repaired?

Submit a request via the Fix-It Bluefield app or [click here](#).

How do I get my leaves picked up?

- The most efficient way to get leaves picked up is by using the free FixIt Bluefield app; these requests take priority over requests phoned in
- Leaf pickup is October 1 through January 31 - **WEATHER PERMITTING**
- Leaves ONLY, please do not include rocks, dirt, or large branches; Piles with these items will not be picked up
- Place leaves (raked or bagged) on the edge of the property line. Raked leaves should be in piles no more than two feet tall. DO NOT rake leaves into the street
- Bagged leaves will not be picked up with garbage pickup
- Keep leaves away from ditches, pipes, culverts
- The Street Department will only make **TWO** visits per household each season

Why am I charged Street Fees?

The City of Bluefield consists of 112 total miles within the city limits. Of those 112 miles, 28 miles are owned by the West Virginia Department of Highways, and 10 miles are unpaved roads. Although some roads are unpaved our Street Department still maintains the road by milling, grading and keeping the road in a reasonable driving condition. Residents are expected to pay what is commonly referred to as “street fees”; however the City Service Fees include a street fee, fire fee and garbage fee. These fees are charged to all residential property owners, commercial property owners and businesses. The revenue raised from the city street fee is used to pave, repair and maintain **ALL** city streets, not just the street that the resident lives on. The rate structures for City Services Fees are available in the City Code.

How do I report a street light outage?

To report a street light outage visit AEP [here](#).

Why was my trash not picked up? Only some picked up?

Garbage routes may not always run in the same order from week to week. Please observe the 7 AM rule to insure you do not miss collectors. If trash is not out when trucks go through your street, drivers will **NOT** return to get trash at a later time. The city will collect up to eight (8) bags of regular household garbage. Loose trash / appliances / bulk items or other items not considered household garbage will be left. Please contact Treasury to arrange for a pickup of these items, their number is 304.327.2401 ext. 2411 or 2417

Why wasn't all of my trash picked up?

There are several reasons why trash could be left at a residence.

- Loose trash - trash must be in tied bags
- Too heavy - the limit is 60 lbs
- Hazardous materials - absolutely no human feces or urine will be picked up by garbage crews
- Over the allowable amount - anything over 8 bags is a special order that must be called in to Treasury

[View All FAQ's](#)

Supporting Documents

Application for Planned Unit Development 157.6 KB

Zoning and Occupancy Permit 559.18 KB

Building Permit Form (pdf) 328.35 KB

[View PDF](#)

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