

NOTE: This application must be APPROVED by the Office of Planning & Infrastructure PRIOR to new construction, renovations, moving in, or showtime.

Date complete application received in OPI: _____

Date approved: _____

Date mailed: _____

PUTNAM COUNTY ADULTS ONLY ESTABLISHMENT LOCATION PERMIT APPLICATION

If an item below does not apply to you, write "not applicable" (NA)

APPLICANT

NAME _____ TELEPHONE _____
FAX _____ CELL _____ EMAIL _____
ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

PROPERTY OWNER (if same as applicant, write same)

NAME _____ TELEPHONE _____
FAX _____ CELL _____ EMAIL _____
ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

BUSINESS OWNER (if same as applicant, write same)

NAME _____ TELEPHONE _____
FAX _____ CELL _____ EMAIL _____
ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

LESSEE: MUST SUBMIT COPY OF SIGNED LEASE

NAME _____ TELEPHONE _____
FAX _____ CELL _____ EMAIL _____
ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

GENERAL CONTRACTOR

NAME _____ TELEPHONE _____
FAX _____ CELL _____ EMAIL _____
ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

FOR OPI USE ONLY:

Valid Contractor License on file.

Verified by: _____

WV CONTRACTOR LICENSE NUMBER _____

NAME OF BUSINESS

(name of business that will occupy this location)

LOCATION OF BUSINESS

ADDRESS _____

DIRECTIONS: _____

TAX MAP _____ PARCEL # _____

IF MULTI-TENANT COMPLEX, NAME: _____

ADULTS ONLY ENTERTAINMENT SCHEDULE

WILL THE "ADULTS ONLY" ENTERTAINMENT BE: (CHECK ALL THAT APPLY)

TEMPORARY PERMANENT DAILY WEEKLY
 MONTHLY QUARTERLY OTHER _____

IF TEMPORARY, DATES AND TIMES OF PROPOSED ADULT ENTERTAINMENT:

TYPE OF ADULT ENTERTAINMENT
example: wet t-shirt contest,
male review, etc

**ALL QUESTIONS
MUST BE ANSWERED**

Is the entrance to the establishment located within two thousand (2,000) feet of any of the property descriptions listed below? Distances shall be measured along a straight line from the nearest property of the tract on which the “adults only” use is located. Check Yes or No.

- | | |
|----------------|--|
| Yes ___ No ___ | A public or private child daycare facility, kindergarten, elementary, grade, middle, junior, senior, secondary or vocational school; |
| Yes ___ No ___ | A public or private institution of higher education; |
| Yes ___ No ___ | A public or private business school or college; |
| Yes ___ No ___ | A public park or recreational facility; including but not limited to a park, a playground, nature trail, swimming pool, athletic field, basketball court, tennis court, wilderness area or other similar public land within the Territorial Limits or otherwise; |
| Yes ___ No ___ | A public library; |
| Yes ___ No ___ | A church, mosque, temple or synagogue or other building used as a place of religious worship or instruction; |
| Yes ___ No ___ | A Federal, state, county or municipal office building; |
| Yes ___ No ___ | Another Adults Only Establishment; |
| Yes ___ No ___ | An establishment that is licensed to serve alcoholic beverages; |
| Yes ___ No ___ | A residence. |

If you have answered **YES** to any of the above questions, the Adults Only Establishment Ordinance prohibits the opening of an establishment in this location.

If all answers are **NO**, the information and/or documents requested in the following sections are required to be submitted to the Office of Planning and Infrastructure along with this application.

Required from all applicants:

Three copies of a site plan drawn to a scale of one inch equals fifty feet or larger on a survey plat which includes the following:

1. Must bear the name, signature and seal of a licensed land surveyor or engineer licensed by the State of West Virginia;
2. Name and address of the person who prepared the site plan;
3. The date of preparation;
4. North point and scale;
5. A metes and bounds description of the site;
6. Tax district, map and parcel identification numbers;
7. Names and mailing addresses of the Applicant and the Responsible Person;
8. Existing and/or proposed structures;
9. Existing and/or proposed contours of the Premises;
10. Total number and type of the proposed Improvements on the Premises;
11. The gross floor area of each Improvement on the Premises;
12. The estimated number of employees;
13. The number of seats and other information necessary to determine off-street parking requirements;
14. Location, shape, exterior dimensions and number of stories of each Improvement on the Premises;
15. Location, grade and dimensions of paved surfaces of the Premises, and of all streets, alleys, roads and highways abutting the Premises;
16. Complete traffic circulation and parking plan showing dimensions, entrance and exit drives, planters and similar improvements with respect to the Premises;
17. Location of landscaped areas (to be detailed on landscape plan), yard setbacks, fences, walls and other screening with respect to the Premises; and
18. The location and size of all proposed signage.

Additional information required to be submitted:

1. A letter describing the proposed Adults Only Establishment;
2. Letter of Certification by a land surveyor or engineer that the dimensions and bearings on the site plan are accurately delineated and the location of all easements and rights-of-way with respect to the Premises;
3. Letter of Certification of distances from properties on which uses are listed in the above section as of the date of the Application to the Planning Office; and
4. Application fee of \$30.00.

Additional information required for new construction only:

1. A soils test and similar information if deemed necessary by the Planning Officer to determine the feasibility of the proposed development;
2. A Sediment Control Plan approved by the West Virginia Soil Conservation District if the construction activity, including clearing, grading and excavation is less than the minimum requirements for a West Virginia NPDES permit;
3. A West Virginia NPDES permit approved by the West Virginia Division of Environmental Protection, Office of Water Resources, if the construction activity meets the minimum requirements for said permit;
4. An access permit issued by the West Virginia Division of Highways, if applicable;
5. A letter of approval by the appropriate agency, utility service provider and/or health department certifying that the plan for a public or individual sewage disposal system has been approved;
6. A drainage analysis and drainage plan with calculations prepared by a registered professional engineer licensed to practice in West Virginia; and
7. New construction commercial building permit fee paid (\$1.00 per thousand of construction costs).

NOTICE

I hereby certify and attest that all of the statements contained therein and the documents attached thereto are true and accurate in all material respects. I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

Signature _____

Address _____

_____ Date

CHECK ALL THAT APPLY:

- I am the applicant. I am the business owner.
- I am the property owner. I am the contractor.
- I am an agent. If an agent, for whom: _____

PLANNING COMMISSION USE:

FEE:	_____	RECEIPT # _____	INVOICE # _____
AMOUNT PAID:	_____	CHECK <input type="checkbox"/>	CASH <input type="checkbox"/> CHECK # _____ DATE: _____

ZONING DISTRICT _____ TAX MAP _____ PARCEL _____

COMMENTS: _____

SEE ATTACHMENT FOR CONDITIONS

DATE OF APPROVAL: _____

PERMIT #: _____

PERMIT OFFICER