

PUTNAM COUNTY DEVELOPMENT PERMIT APPLICATION FOR CONSTRUCTION IN THE NONZONED AREAS OF PUTNAM COUNTY

It is important that you submit the correct application and all required documents for proper processing. If you do not know whether the property is located in a nonzoned area of Putnam County, call the Office of Planning and Infrastructure at 304-586-0237 with the tax map and parcel number of the property for a determination.

STRUCTURE OWNER

NAME _____ PHONE _____
 FAX _____ CELL _____ EMAIL _____
 ADDRESS _____

TO WHOM SHOULD PERMIT BE MAILED? PROPERTY OWNER STRUCTURE OWNER CONTRACTOR

PROPERTY OWNER (if same as structure owner, write SAME)

NAME _____ PHONE _____
 FAX _____ CELL _____ EMAIL _____
 ADDRESS _____

CONTRACTOR

Required if performing contracting work, i.e.,
 • constructing a structure
 • installing a manufactured home
 • placing fill
 • grading

COMPANY NAME _____ PHONE _____
 FAX _____ CELL _____ EMAIL _____
 ADDRESS _____
 WV CONTRACTOR LICENSE # _____

FOR OFFICE USE ONLY:
 Valid Contractor License on file. Verified by: _____

NOTE: If installing a manufactured home, WV Manufactured Housing Board License number is also required.

WV MANUFACTURED HOUSING BOARD # _____

SITE INFORMATION

SITE ADDRESS _____
Number [Rt/Box or House] Street/Road City Zip Code

SUBDIVISION OR MANUFACTURED HOME PARK NAME _____ LOT # _____

TAX MAP # _____ PARCEL # _____

DIRECTIONS TO SITE: _____

TYPE OF DEVELOPMENT

Check and complete all that apply:

- RESIDENTIAL**
 - Single Family
 - Manufactured Home
 - Single Family/Duplex
 - Manufactured Home Park (MHP) *(See page 2 for requirements)*
 Name of MHP: _____
 - Multi-family: *(See page 2 for requirements)* Name of Multi-Family Complex _____
 - Townhouse : Number of buildings: _____ Number of Dwelling Units per Building: _____
 - Apartment: Number of buildings: _____ Number of Dwelling Units per Building: _____
 - Condominium: Number of buildings: _____ Number of Dwelling Units per Building: _____
- RESIDENTIAL STRUCTURE ADDITION:**
 - Room(s) Porch Attached Garage Other
 - Construction costs are over 50% of the market value of the existing structure
 - Construction costs are under 50% of the market value of the existing structure
- ACCESSORY:** Detached Garage Storage Building Other (list) _____
- TEMPORARY STRUCTURE**
- DEVELOPMENT WITHOUT A STRUCTURE** (e.g. fill, grading, etc.)
- TELECOMMUNICATIONS TOWER** **BRIDGE** **CULVERT**
- COMMERCIAL** *(See page 2 for requirements)* Type of Business: _____
- COMMERCIAL STRUCTURE ADDITION: TYPE OF ADDITION:** _____
 - Construction costs are over 50% of the market value of the existing structure
 - Construction costs are under 50% of the market value of the existing structure
- INDUSTRIAL** *(See page 2 for requirements)* Type of Industry: _____

ESTIMATED CONSTRUCTION COSTS OF PROJECT (LABOR & MATERIAL): _____

ESTIMATED CONSTRUCTION START DATE: _____

<p>WATER/SEWER</p> <p>Check and complete all that apply:</p>	<p>Is the property served by public water service? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, state the name of the public service district or water company: _____</p> <p>Is the property served by public sewer service? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, state the name of the sewer provider: _____</p> <div style="border: 2px solid black; padding: 5px; margin: 5px 0;"> <p>Town of Winfield approval is required if the sewer source is the Town of Winfield.</p> <p><input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE</p> <p>Signature _____ Town of Winfield Date _____</p> </div> <p>Will the property be served by an individual sewage disposal system: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If the property is served by an individual sewage disposal system, submit a copy of the approved health department permit.</p>
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<p>COMMERCIAL</p> <p>INDUSTRIAL</p> <p>MULTI-FAMILY</p> <p>LEASE COMMUNITY</p> <p>MANUFACTURED HOME PARK</p>	<p>ALL APPLICATIONS FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, LEASE COMMUNITY, AND MANUFACTURED HOME PARK SHALL BE ACCOMPANIED BY THE FOLLOWING:</p> <ol style="list-style-type: none"> 1. Site Plan that includes: <ol style="list-style-type: none"> a. boundary lines of parcel b. tax map and parcel number of parcel c. scale d. north arrow e. location, dimensions, and labeling of proposed and existing structures f. location, dimensions, and labeling of parking areas and other impervious areas g. location and labeling of proposed and existing driveway entrance(s) h. access road labeled I. location and width of rights-of-way and drainage and utility easements j. signature and seal of registered professional engineer required if any drainage data is included on site plan 2. Drainage analysis, drainage plan and drainage calculations signed and sealed by a registered professional engineer 3. Design of stormwater detention facility signed and sealed by a registered professional engineer, if applicable 4. WV Division of Highways Access Permit if access is onto state or county highway 5. State of WV NPDES General Permit for Stormwater Associated with Construction Activity if land disturbance is over one (1) acre. If land disturbance is under one (1) acre, a Sediment Control Plan approved by the West Virginia Conservation Agency 6. Documentation from the water provider that the site shall have public water service 7. Documentation from the sewer provider that the site shall have public sewer service or Putnam County Health Department approval if the site shall be served by an individual sewage disposal system. 8. Application fee <p>If it is determined the site is in the 100-year floodplain, the floodplain manager will provide floodplain requirements.</p> <p>Prior to applying, it is recommended that the applicant schedule a free sketch plan meeting with the Office of Planning and Infrastructure so the above requirements may be discussed.</p>
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NOTICE:

I hereby certify that 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.

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: _____

Signature

Address

Date: _____

SUBMIT APPLICATION, FEE AND ALL REQUIRED DOCUMENTS TO OFFICE OF PLANNING AND INFRASTRUCTURE,
Putnam County Courthouse, 2nd floor, 3389 Winfield Road, Winfield, WV 25213 Telephone: (304) 586-0237 FAX: (304) 586-0200 Monday - Friday, 8:00 am to 4:00 pm. Go to <http://planning.putnamcounty.org/permits.htm> or call the Office of Planning and Infrastructure at 304-586-0237 for fee. Make check payable to "Putnam County Commission".

FOR OFFICE USE - TO BE COMPLETED BY PERMIT OFFICER:

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

TAX MAP _____ **PARCEL** _____ **FEMA PANEL** 540164 - _____ **FLOOD ZONE** _____

COMMENTS: _____

APPROVED **DENIED** **DEVELOPMENT PERMIT #** _____

SEE ATTACHMENT FOR CONDITIONS

PERMIT OFFICER

DATE