

PUTNAM COUNTY DEVELOPMENT/ZONING PERMIT APPLICATION FOR CONSTRUCTION IN THE ZONED 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 zoned 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 for anyone 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 # _____

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

WV MANUFACTURED HOUSING BOARD # _____

FOR OPI USE ONLY:

Valid Contractor License on file.

Verified by: _____

SITE INFORMATION

SITE ADDRESS _____
Number [Rt/Box or House] Street/Road City Zip Code
 SUBDIVISION OR MANUFACTURED HOME PARK NAME _____ LOT # _____
 TAX MAP # _____ PARCEL # _____ LOT SIZE: _____
 DIRECTIONS TO SITE: _____

TYPE OF DEVELOPMENT:

Check and complete all that apply:

- RESIDENTIAL**
 - Single Family (*COMPLETE Single Family Home Section, page 2*)
 - Manufactured Home (*COMPLETE Single Family Home Section, page 2*)
 - Single Family/Duplex
 - Lease Community (*See page 3 for requirements*) Name of Lease Community: _____
 - Manufactured Home Park (*See page 3 for requirements*) Name of Park: _____
 - Multi-family (*See page 3 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: MUST BE ACCESSORY TO PRINCIPAL USE. The principal use is:** _____
 - Detached Garage Fence Storage Building Other (list) _____
 - TEMPORARY STRUCTURE**
 - DEVELOPMENT WITHOUT A STRUCTURE** (e.g. fill, grading, etc.)
 - TELECOMMUNICATIONS TOWER** **BRIDGE** **CULVERT**
 - COMMERCIAL** (*See page 3 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 3 for requirements*) Type of Industry: _____
 - OTHER**
- ESTIMATED CONSTRUCTION COSTS OF PROJECT (LABOR & MATERIAL): _____
 ESTIMATED CONSTRUCTION START DATE: _____

WATER/SEWER:

Check all that apply:

Is the property served by public water service? YES NO If yes, state the name of the public service district or water company: _____

Is the property served by public sewer service? YES NO If yes, state the name of the sewer provider: _____

<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>		
---	--	--

Will the property be served by an individual sewage disposal system: YES NO
 If the property is served by an individual sewage disposal system, submit a copy of the approved health department permit.

SINGLE FAMILY HOME (site built or manufactured home)

WIDTH OF HOME _____ LENGTH OF HOME _____

PERMANENT FOUNDATION? YES NO

TYPE OF PERIMETER ENCLOSURE MASONRY AND/OR CONCRETE
 CONVENTIONAL VINYL UNDERPINNING
 OTHER _____

IS THE ROOF PITCHED? YES NO

ROOF SURFACE MATERIAL _____

EXTERIOR SIDING MATERIAL _____

HOW MANY STRUCTURES ARE PRESENTLY ON THE LOT? _____

LIST STRUCTURES: _____

IF A MANUFACTURED HOME:

WILL TOW BAR(S), WHEELS AND AXLES BE REMOVED? YES NO

IS THIS MANUFACTURED HOME REPLACING AN EXISTING MANUFACTURED HOME?
 YES NO

IF YES TO ABOVE, HOW LONG HAS THE LOT BEEN VACANT? _____

WHAT IS THE WIDTH OF THE EXISTING MANUFACTURED HOME? _____

WHAT IS THE LENGTH OF THE EXISTING MANUFACTURED HOME? _____

COMMERCIAL

INDUSTRIAL

MULTI-FAMILY

LEASE COMMUNITY

MANUFACTURED HOME PARK

ALL APPLICATIONS FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, LEASE COMMUNITY, AND MANUFACTURED HOME PARK SHALL BE ACCOMPANIED BY THE FOLLOWING:

1. Site plans shall be drawn to a scale of one inch (1") equals fifty feet (50') or larger and include the following data:
 - a. Date of preparation, north point, and scale;
 - b. Legal description and tax parcel;
 - c. Applicant/owner name and address;
 - d. Signature of applicant;
 - e. Existing and proposed zoning;
 - f. Existing and proposed uses of the structure(s) and land;
 - g. Existing and proposed contours, at an interval appropriate for proper review;
 - h. Actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a surveyor or engineer.
 - i. Certification by a land surveyor or engineer that the dimensions and bearings are accurately delineated and location of all easements and right-of-ways;
 - j. Location of the lot with respect to adjacent rights-of-way;
 - k. Total number and type of building/units proposed, gross floor area of each building, bedrooms per dwelling unit (for residential developments), estimated number of employees (where applicable), and other information necessary to determine off-street parking and loading space requirements;
 - l. Location, shape, exterior dimensions, square footage, and height of each proposed structure/alteration on the site;
 - m. Location, shape, exterior dimensions, square footage, and height of any existing structures;
 - n. Location of landscaped areas (to be detailed on landscape plan), fences, walls, and other screening required
 - o. Standard yard setbacks required in the zoning district;
 - p. Location, grade, and dimensions of paved surfaces, and of all abutting streets, including a street typical for internal roadways;
 - q. Curb radii, aisle width, vision field, location and dimensions of parking spaces;
 - r. Location of barriers in parking spaces;
 - s. Raised islands around perimeter of parking areas and end of aisles;
 - t. Location and type of screening, if applicable;
 - u. Location of fire hydrant, show a 10' setback around area;
 - v. Location of all drainage facilities and easements;
 - w. Location and size of utility lines and easements;
 - x. Location of sign;
 - y. Location of garbage collection area;
2. Soils test and similar information if deemed necessary by the county engineer to determine the feasibility of the proposed development;
3. Approved State of West Virginia Sediment and Erosion Control Plan;
4. State of West Virginia NPDES Permit, if applicable;
5. Three copies of a stormwater analysis that bears the name, address, signature and seal of an engineer to determine the accommodation of upstream drainage areas and the effect on downstream drainage areas.
6. Three copies of a drainage plan that bears the name, address, signature, and seal of an engineer;
7. Three copies of drainage calculations that bear the name, address, signature, and seal of an engineer;
8. If applicable, three copies of the design of the stormwater management facility and drainage calculations that bear the name, address, signature and seal of an engineer;
9. If applicable, stormwater analysis, drainage plan, drainage calculations and design and calculations for stormwater management facility submitted to the City of Hurricane;
10. WV Department of Highways Encroachment Permit;
11. If applicable, Traffic Impact Study approved by the WV Division of Highways;
12. If applicable, Health Department approval;
13. Water and Sewer Plans and approval by the providers;
14. Lighting Plan;
15. Landscaping and Screening Plan;
16. Signage Plan;
17. Traffic Circulation and Parking Plan;
18. If applicable, Department of Natural Resources Stream Crossing Permit, US Army Corps of Engineers Permit, and other required municipal, county, state, and federal permits, if applicable.

If it is determined the site is in the 100-year floodplain, the floodplain manager will provide floodplain requirements.

- **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.**
- **Other information may be required by the Planning Commission Officer to determine conformance with county requirements.**
- **Where the Planning Officer determines that any of the items listed above is unnecessary, the requirement may be waived.**
- **No site plan shall be accepted unless it is complete and is verified as to the correctness of information given by the signature of the developer.**
- **An application is not deemed complete until all of the above requirements are submitted.**

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".

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.

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: _____

FOR OFFICE USE - TO BE COMPLETED BY PERMIT OFFICER:

TOTAL FEE: _____ AMOUNT PAID: _____ RECEIPT #: _____

Building Fee: _____ CASH CHECK INVOICE #: _____

Zoning Fee: _____ CHECK #: _____ DATE PAID: _____

Engineer Fee: _____

ZONING DISTRICT _____ TAX MAP _____ PARCEL _____ FEMA PANEL 540164 - _____ FLOOD ZONE _____

PERMITTED PRINCIPAL USE PERMITTED ACCESSORY USE SPECIAL PERMIT USE

Use _____

Use _____

Use _____

COMMENTS: _____

SEE ATTACHMENT FOR CONDITIONS

APPROVED

DENIED

DEVELOPMENT/ZONING PERMIT # _____

PERMIT OFFICER

DATE