

PUTNAM COUNTY SALVAGE YARD APPLICATION AND INFORMATION FOR A COMMUNITY IMPACT STATEMENT

APPLICANT	NAME _____	PHONE _____	
	FAX _____	CELL _____	EMAIL _____
	ADDRESS _____		
	TO WHOM SHOULD PERMIT BE MAILED? <input type="checkbox"/> <i>APPLICANT</i> <input type="checkbox"/> <i>PROPERTY OWNER</i>		

PROPERTY OWNER (if same as applicant, write SAME)	NAME _____	PHONE _____	
	FAX _____	CELL _____	EMAIL _____
	ADDRESS _____		

SITE INFORMATION	SITE ADDRESS: _____			
	Number (Rt/Box or House)	Street/Road	City	Zip Code
	TAX MAP: _____	PARCEL: _____	PRIMARY/COUNTY ROAD ACCESS: _____	
	DIRECTIONS TO SITE: _____			

DESCRIBE THE PROPOSED CONTENTS OF THE SALVAGE YARD:	_____

IDENTIFY POSSIBLE STORAGE OR DISCHARGE OF HAZARDOUS WASTES:	_____

**ATTACH A SITE PLAN
DRAWN TO SCALE
AND PREPARED BY A
PROFESSIONAL
SURVEYOR OR
ENGINEER LICENSED
BY THE STATE OF WV
OF THE PROPOSED
SALVAGE YARD. THE
SITE PLAN SHALL
INCLUDE THE
FOLLOWING:**

- 1) location and dimensions of the boundaries of the proposed salvage yard
- 2) scale of the site plan
- 3) approximate true north arrow
- 4) date
- 5) name of proposed salvage yard
- 6) tax map and parcel number
- 7) name, address, signature, and seal of professional surveyor or engineer
- 8) location map showing location of property with respect to surrounding property and roads
- 9) number, approximate size, location and intended function or use of proposed or existing buildings
- 10) easements and/or rights-of-way
- 11) setbacks
- 12) floodplain designation and delineation of 100-year floodplain
- 13) type, location and height of fencing
- 14) type, location, height and setbacks of screening
- 15) location of groundwater and surface water sources
- 16) label land uses abutting the property
- 17) show distance of the proposed salvage yard to an existing residential structure
- 18) show distance of the proposed salvage yard to an existing public or private school or land owned by the Putnam County Board of Education
- 19) show distance of the proposed salvage yard to an existing public or private playground or recreation area
- 20) show distance of the proposed salvage yard to any year-round water body or course
- 21) label any sensitive areas abutting the property
- 22) designate the parking area
- 23) state composition of parking area
- 24) state location of nearest fire hydrant
- 25) show location(s) and width of the means of egress and ingress to the site from the highway
- 26) show location(s) and width of means of access to the interior of the salvage yard to allow for firefighting equipment
- 27) show location of external lights and attach a lighting plan that details the hours the site will be lit, the type and height of the lights, and the amount and direction of illumination
- 28) state any production, processing, cleaning, servicing, testing, repair, or storage of materials or products which shall be injurious or offensive to occupants of adjacent premises by reason of the emission of noise, vibration, smoke, dust, or particulate matter, toxic, and noxious materials, odors, glare, or heat.

PLEASE COMPLY WITH AND/OR ANSWER ALL OF THE FOLLOWING:

1. Submit a site location map.
2. Submit documentation on whether water service is available to the site.
3. Submit documentation on whether public sewer service is available to the site or that the site is suitable for an individual sewage disposal system.
4. State the days of operation:
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
5. State the hours of operation: _____
6. State whether hazardous waste and/or electrical transformers shall be stored: Yes No
7. Number of waste tires: _____
8. Submit a stormwater management plan prepared by a registered professional engineer licensed by the State of WV.
9. Submit explanation of any proposed site grading or earthwork.
10. Submit evidence that an application has been submitted for a required salvage permit from the State of West Virginia.
11. Submit an approved encroachment permit from the West Virginia Division of Highways.
12. Submit a Sediment Control Plan approved by either the WV Soil Conservation Service or the Department of Environmental Protection.
13. Submit documentation that the County Fire Coordinator has been notified of a proposed salvage yard that includes the name and address.
14. Submit a list of all property owners within 500 feet of the proposed salvage yard and include the tax map and parcel number for each of those properties.
15. Submit stamped envelopes addressed to the property owners within 500 feet of the proposed salvage yard
16. Submit name and address of homeowner association president if one of the properties located within 500 feet of the proposed salvage yard is in a subdivision.

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 (Check All that Apply Below)

Date

Check All that Apply: I am: Applicant Property Owner Contractor Agent Other - List: _____

Return application to: Office of Planning & Infrastructure
Putnam County Courthouse
3389 Winfield Rd
Winfield, WV 25213
Phone: 304-586-0237 FAX 304-586-0200
Hours: Monday - Friday 8:00 a.m. - 4:00 p.m.

MAKE CHECKS PAYABLE TO: PUTNAM COUNTY COMMISSION

TO BE COMPLETED BY BUILDING PERMIT OFFICER:

FEE: _____ **AMOUNT PAID:** _____

RECEIPT#: _____ **CASH** **CHECK** **CHECK #:** _____

INVOICE#: _____ **DATE PAID:** _____

ZONING DISTRICT _____ **TAX MAP** _____ **PARCEL** _____

FEMA PANEL 540164 - _____ **FLOOD ZONE** _____

PERMITTED PRINCIPAL USE Use _____ **PERMITTED ACCESSORY USE** Use _____ **SPECIAL PERMIT USE** Use _____

CONDITIONS: _____

COMMENTS: _____

APPROVED **DISAPPROVED**

PERMIT OFFICER **DATE** **PERMIT #** _____