

PUTNAM COUNTY DEVELOPMENT/ZONING PERMIT APPLICATION FOR A SPECIAL PERMIT for NEW CONSTRUCTION

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 _____

PREVIOUS PROPERTY OWNER

If present owner has owned this property less than four years, provide name of previous property

owner: _____

CONTRACTOR (company or person building, filling, erecting a sign, or setting up a manufactured home)

COMPANY NAME _____ PHONE _____

FAX _____ CELL _____ EMAIL _____

ADDRESS _____

WV CONTRACTOR LICENSE # _____

NOTE: If setting up a manufactured home, the following 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 NAME OR MANUFACTURED HOME PARK _____ LOT # _____

TAX MAP # _____ PARCEL # _____ LOT SIZE: _____

PRIMARY/COUNTY ROAD ACCESS: _____

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
 - Multi-family (*COMPLETE Multi-Family Section, page 3*)

- ADDITION FOR RESIDENTIAL STRUCTURE:**
- 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 Fence Storage Building Other (list) _____

TEMPORARY STRUCTURE

DEVELOPMENT WITHOUT A STRUCTURE (e.g. fill, grading, etc.)

TELECOMMUNICATIONS TOWER

BRIDGE

CULVERT

COMMERCIAL (*Complete Commercial Section, page 3*)

ADDITION FOR COMMERCIAL STRUCTURE: 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 (*Complete Industrial Section, page 3*)

OTHER

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

**WATER/SEWER/
SEPTIC:**

**Check and complete
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: _____

Town of Winfield approval is required if the sewer source is the Town of Winfield.

APPROVE DISAPPROVE

Signature _____ Town of Winfield Date _____

SEPTIC - If your structure will be served by an individual sewage disposal system, health department approval is required PRIOR to submitting this application. Contact the Putnam County Health Department, (304) 757-2541, 4237 St Rt 34, Hurricane, WV 25526

PUTNAM COUNTY HEALTH DEPARTMENT APPROVAL

APPROVE CONDITION(S) _____
 DISAPPROVE _____

SIGNATURE _____
Putnam County Health Department Official *Date*

**COMPLETE THIS
SECTION FOR
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? _____

COMPLETE THIS SECTION FOR NEW CONSTRUCTION OF: COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, AND/OR LEASE COMMUNITY

ALL APPLICATIONS FOR PERMITS FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, AND LEASE COMMUNITY STRUCTURES: THE SURVEY PLAT MUST INCLUDE ALL INFORMATION WITHIN THIS SECTION.

WILL THE PROPERTY BE LEASED OWNED

PRIOR LAND USE(S) _____

PROPOSED LAND USE(S) _____

NAME OF DEVELOPMENT AND/OR BUSINESS _____

MULTI-FAMILY:

TOWNHOUSE : NUMBER OF DWELLING UNITS: _____

APARTMENT: NUMBER OF DWELLING UNITS: _____

CONDOMINIUM: NUMBER OF DWELLING UNITS: _____

COMMERCIAL: TYPE OF BUSINESS(ES) _____

NUMBER OF SEPARATE BUSINESSES _____

INDUSTRIAL: TYPE OF INDUSTRY _____

NUMBER OF SEPARATE COMPANIES _____

LEASE COMMUNITY: COMMUNITY NAME _____

1. Three copies of a site plan drawn to a scale of one inch equals fifty feet or larger on a survey plat. The survey plat must bear the name, signature and seal of a licensed land surveyor or engineer licensed by the State of West Virginia along with the following information.
 - A. tax map and parcel number
 - B. total square footage of the lot
 - C. percent of lot covered by impervious surfaces
 - D. exact sizes and locations on the lot of existing structures, if any
 - E. location and dimensions of the proposed structure or alteration
 - F. square footage of proposed structure or alteration
 - G. height of proposed structure
 - H. setbacks
 - I. location of rights-of-way and easements
 - J. street typical for internal roadways
 - K. location and width of driveways
 - L. curb radii
 - M. aisle width
 - N. vision field
 - O. location and dimensions of parking spaces
 - P. number of employees, families, examination rooms, housekeeping units, bedrooms, or rental units the structure is designed to accommodate
 - Q. raised islands around perimeter of parking areas and end of parking aisles
 - R. wheel barriers
 - S. buffer yard
 - T. location and type of screening
 - U. landscaping
 - V. location and size of utility lines
 - W. location of fire hydrant
 - X. location and size of drainage easements
 - Y. drainage facilities
 - Z. sign location
 - AA. garbage collection area location and screening
 - BB. signature of developer
2. Sign plan
3. Landscaping plan
4. Drainage analysis, drainage plan and drainage calculations that bear name, address, signature, and seal of a registered professional engineer
5. Design of storm water detention facility that bear the name, address, signature, and seal of applicable registered professional engineer, if applicable
6. Approval of water and sewer plans
7. WV Division of Highways Access Permit, if applicable
8. State of West Virginia NPDES General Permit for Storm Water Associated with Construction Activity, if applicable. If the NPDES permit is not applicable, approval of a sediment control plan by the WV Soil Conservation Agency.

NOTES:

1. Other information may be required by the Planning Commission Officer to determine conformance with county requirements.
2. Where the Planning Officer determines that any of the items listed above is unnecessary, he may waive its requirement.
3. 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.

REQUIREMENTS TO SCHEDULE PUBLIC HEARING FOR SPECIAL PERMIT REQUEST:

1. Applicant shall provide a list of property owners' names, addresses and tax map and parcel numbers for property owners within 250 feet of the property. *(Property list may be established from the Putnam County Assessor's maps. If the list includes a lot within a subdivision, the applicant must include the name and address of the president for that subdivision's homeowners association.)*
2. Applicant shall submit blank stamped envelopes for the number of property owners established on the above list. *(Property list may be established from the Putnam County Assessor's maps and addresses).*
3. Special Permit application must be filed with the Board of Zoning Appeals within a reasonable period of time to advertise the public hearing in order to allow for the required minimum of 15 days notice prior to the hearing.
4. Fee is \$100.00 for Special Permit Request and must be paid when this application is submitted. **(NOTE: this fee is in addition to the new construction building permit fee)**
5. Completion of page 5 of this application, "Disclosure Statement".

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 ONE (or 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: _____

RETURN APPLICATION TO: OFFICE OF PLANNING AND INFRASTRUCTURE Putnam County Courthouse, 3389 Winfield Road, Winfield, WV 25213 Telephone: (304) 586-0237 FAX: (304) 586-0200 Monday - Friday, 8:00 am to 4:00 pm

MAKE CHECKS PAYABLE TO: PUTNAM COUNTY COMMISSION

TO BE COMPLETED BY PERMIT OFFICER:

FEE: _____ **AMOUNT PAID:** _____ **RECEIPT #:** _____

BUILDING: _____ **CASH** **CHECK** **INVOICE #:** _____

ZONING: _____ **CHECK #:** _____ **DATE PAID:** _____

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

DISCLOSURE STATEMENT

Your recent application to the Office of Planning and Infrastructure may require that your requested action be brought before the Putnam County Board of Zoning Appeals or the Putnam County Planning Commission. These two entities are comprised of Putnam County residents.

In order to determine if a current member of either the Putnam County Planning Commission or the Putnam County Board of Zoning Appeals may have a potential conflict of interest with your application, please provide the Office of Planning and Infrastructure with the following information. State law requires that a member of either board recuse himself/herself from the proceedings if a conflict of interest exists. Thank you for your cooperation.

Name of Applicant: _____ Phone: _____

Names of ALL Principal Partners, if Applicant is a business entity: _____

Address: _____

Project: _____

Name of Financial Institution financing this project: _____

Name of Project Engineer/Firm: _____

Name of Project Architect/Firm: _____

Name of Project Realtor/Firm: _____

Name of Building Materials Supplier/Firm: _____

Name of Developer/Development Firm: _____