

PUTNAM COUNTY ZONING PERMIT APPLICATION

FOR TEMPORARY USE

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)

BUSINESS

OWNER (if same as applicant, write same)

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)

GENERAL CONTRACTOR (only if new construction applies)

NAME _____ TELEPHONE _____

FAX: _____ CELL: _____ EMAIL: _____

FOR OPI USE ONLY:

Valid Contractor License on file.

ADDRESS _____
(Street No. and Name) (City) (State) (Zip Code)

Verified by: _____

WV CONTRACTOR LICENSE NUMBER _____

DESCRIPTION OF THE PROPOSED PROJECT

ESTIMATED DATE OF COMPLETION:

SITE INFORMATION

Site Address: _____
(Street No. and Name) (City) (State) (Zip Code)

Primary/County Road Access: _____

Directions to Site: _____

TAX MAP _____ PARCEL NUMBER _____

REQUIREMENTS TO SCHEDULE PUBLIC HEARING FOR TEMPORARY USE PERMIT:

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. Temporary Use Permit application must be filed with the Office of Planning and Infrastructure by deadline date to advertise the public hearing for the next available meeting date. Call 586-0237 for deadline date.
4. Fee is \$100.00 for Temporary Use Permit and must be paid when this application is submitted.
5. Completion of page 3 of this application, "Disclosure Statement".

The applicant hereby consents to the provisions of the Zoning Ordinance.

I, _____ *(Please Print)*, hereby depose and say that all of the above statements and statements contained in the papers submitted herewith are true.

_____ Signature (Check All that Apply Below)

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

OPI OFFICE USE:

FEE:	\$100.00	CASH: <input type="checkbox"/>	CHECK: <input type="checkbox"/>	CHECK #: _____
AMOUNT PAID:	_____	RECEIPT #:	_____	
DATE PAID:	_____	INVOICE #:	_____	

ZONING DISTRICT _____ TAX MAP _____ PARCEL _____

FEMA COMMUNITY PANEL _____ FLOOD ZONE _____

COMMENTS: _____

SEE ATTACHMENT FOR CONDITIONS

DATE OF APPROVAL: _____

DEVELOPMENT/ZONING PERMIT #: _____

PERMIT OFFICER

DISCLOSURE STATEMENT

Your 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 Petitioner(s) _____ Phone: _____

Names of ALL Principal Partners, if Petitioner 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: _____