

**NOTE: This application must be APPROVED by the Office of Planning & Infrastructure PRIOR to any renovations or moving in.**  
Date complete application received in OPI: \_\_\_\_\_ Date approved: \_\_\_\_\_ Date mailed: \_\_\_\_\_

# PUTNAM COUNTY ZONING PERMIT APPLICATION

## BUSINESS PERMIT/CHANGE OF LAND USE

### FOR A SPECIAL PERMIT

*If an item below does not apply to you, write "not applicable" (NA)*

#### APPLICANT NOTE:

The applicant for this Special Permit MUST be the owner, lessee, or other person having a legal or equitable interest in the subject property.

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)

#### BUSINESS OWNER

(if same as applicant, write same)

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street No. and Name) (City) (State) (Zip Code)

#### LESSEE: MUST SUBMIT COPY OF SIGNED LEASE

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street No. and Name) (City) (State) (Zip Code)

#### GENERAL CONTRACTOR

##### FOR OPI USE ONLY:

Valid Contractor License on file.

Verified by: \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
(Street No. and Name) (City) (State) (Zip Code)  
WV CONTRACTOR LICENSE NUMBER \_\_\_\_\_

#### NAME OF BUSINESS

\_\_\_\_\_  
(name of business that will occupy this location)

#### LOCATION OF BUSINESS AND/OR CHANGE OF LAND USE

ADDRESS \_\_\_\_\_  
DIRECTIONS: \_\_\_\_\_  
\_\_\_\_\_  
TAX MAP \_\_\_\_\_ PARCEL # \_\_\_\_\_  
MULTI-TENANT COMPLEX NAME: \_\_\_\_\_

**NOTE: Be sure to read and complete pages 2 and 3.**

**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.
5. Completion of page 3 of this application, "Disclosure Statement".

**DESCRIPTION OF BUSINESS AND/OR CHANGE OF LAND USE**

PRIOR BUSINESS AND/OR LAND USE \_\_\_\_\_

PROPOSED BUSINESS AND/OR LAND USE \_\_\_\_\_

\_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_ GROSS SQUARE FOOTAGE OF BUSINESS USE

\_\_\_\_\_ LINEAR FEET OF BUSINESS STREET FRONTAGE

DOES A RESIDENTIAL PROPERTY ADJOIN THIS PROPERTY ALONG ANY COMMON PROPERTY LINE?  
 YES  NO

**IF YES,** PLEASE CALL THE OFFICE OF PLANNING AND INFRASTRUCTURE AT 586-0237 FOR POTENTIAL BUFFERING REQUIREMENTS .

IS THE PARKING LOT PAVED?  YES  NO

\_\_\_\_\_ NUMBER OF PARKING SPACES DELINEATED ON THE PARKING LOT

\_\_\_\_\_ NUMBER OF HANDICAPPED PARKING SPACES

DO YOU LEASE OR OWN THE BUILDING/PROPERTY?  
 LEASE  OWN  OTHER \_\_\_\_\_

**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:

**PLANNING COMMISSION USE:**

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

ZONING DISTRICT \_\_\_\_\_ TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_

PERMITTED PRINCIPAL USE     PERMITTED ACCESSORY USE     SPECIAL PERMIT USE     NONCONFORMING USE

Use \_\_\_\_\_                      Use \_\_\_\_\_                      Use \_\_\_\_\_                      Use \_\_\_\_\_

COMMENTS: \_\_\_\_\_

**SEE ATTACHMENT FOR CONDITIONS**

DATE OF APPROVAL: \_\_\_\_\_ ZONING PERMIT #: \_\_\_\_\_

\_\_\_\_\_  
PERMIT OFFICER

## 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: \_\_\_\_\_