

**PUTNAM COUNTY APPLICATION FOR MAJOR SUBDIVISION  
SKETCH PLAT REVIEW and/or PRELIMINARY PLAT APPROVAL**

---

---

Date: \_\_\_\_\_

1. Proposed Name of Subdivision: \_\_\_\_\_

2. Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Engineer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

4. Land Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5. Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

6. Subdivision Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Total Acreage of Proposed Subdivision: \_\_\_\_\_

Number of Proposed Lots: \_\_\_\_\_

Total Acreage of Original Parcel: \_\_\_\_\_

8. Describe all contiguous holdings in the same ownership: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Are there any open spaces or common areas?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

10. Is any variance from the Subdivision Regulations requested?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

11. Are there covenants, encumbrances, rights-of-way, or other types of legal restrictions on the property?  Yes  No

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

12. If sketch plat review, submit 3 copies of the sketch plat.

***If submitting application for sketch plat review, stop here. If submitting application for preliminary plat approval, submit requirements in Appendix E in the Putnam County Subdivision Regulations and complete a Disclosure Statement a minimum of forty-five (45) days prior to a public hearing date. NOTE: Call the Office of Planning and Infrastructure at 304-586-0237 for public hearing dates and deadline dates.***

13. Estimated construction start date: \_\_\_\_\_

I, \_\_\_\_\_, hereby depose and say that all of the above statements and the statements contained in the material submitted herewith are true. In addition, I have read and understand the Putnam County Subdivision Regulations and hereby consent to the provisions of said regulations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**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 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: \_\_\_\_\_

\_\_\_\_\_