



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.
2. Applicant shall submit blank stamped envelopes for the number of property owners established on the above list.
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 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.

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: \_\_\_\_\_