

# PUTNAM COUNTY DEVELOPMENT/ZONING PERMIT APPLICATION FOR CONSTRUCTION IN THE ZONED AREAS OF PUTNAM COUNTY

*It is important that you submit the correct application and all required documents for proper processing. If you do not know whether the property is located in a zoned area of Putnam County, call the Office of Planning and Infrastructure at 304-586-0237 with the tax map and parcel number of the property for a determination.*

## 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 \_\_\_\_\_

## CONTRACTOR

Required for anyone performing contracting work, i.e.,  
 • constructing a structure  
 • installing a manufactured home  
 • placing fill  
 • grading

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
 FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 WV CONTRACTOR LICENSE # \_\_\_\_\_

*NOTE: If installing a manufactured home, WV Manufactured Housing Board License 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 OR MANUFACTURED HOME PARK NAME \_\_\_\_\_ LOT # \_\_\_\_\_  
 TAX MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ LOT SIZE: \_\_\_\_\_  
 DIRECTIONS TO SITE: \_\_\_\_\_

AEP # \_\_\_\_\_

## 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
    - Lease Community (*See page 3 for requirements*) Name of Lease Community: \_\_\_\_\_
    - Manufactured Home Park (*See page 3 for requirements*) Name of Park: \_\_\_\_\_
    - Multi-family (*See page 3 for requirements*) Name of Multi-Family Complex: \_\_\_\_\_
      - Townhouse :      Number of buildings: \_\_\_\_\_      Number of Dwelling Units per Building: \_\_\_\_\_
      - Apartment:      Number of buildings: \_\_\_\_\_      Number of Dwelling Units per Building: \_\_\_\_\_
      - Condominium:      Number of buildings: \_\_\_\_\_      Number of Dwelling Units per Building: \_\_\_\_\_
  - RESIDENTIAL STRUCTURE ADDITION:
    - 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: **MUST BE ACCESSORY TO PRINCIPAL USE. The principal use is:** \_\_\_\_\_
    - Detached Garage  Fence  Storage Building  Other (list) \_\_\_\_\_
  - TEMPORARY STRUCTURE
  - DEVELOPMENT WITHOUT A STRUCTURE (e.g. fill, grading, etc.)
  - TELECOMMUNICATIONS TOWER  BRIDGE  CULVERT
  - COMMERCIAL (*See page 3 for requirements*) Type of Business: \_\_\_\_\_
  - COMMERCIAL STRUCTURE ADDITION: 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 (*See page 3 for requirements*) Type of Industry: \_\_\_\_\_
  - OTHER
- ESTIMATED CONSTRUCTION COSTS OF PROJECT (LABOR & MATERIAL): \_\_\_\_\_  
 ESTIMATED CONSTRUCTION START DATE: \_\_\_\_\_

**WATER/SEWER:**

**Check 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 \_\_\_\_\_

Will the property be served by an individual sewage disposal system:  YES  NO  
If the property is served by an individual sewage disposal system, submit a copy of the approved health

**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? \_\_\_\_\_

**COMMERCIAL**

**INDUSTRIAL**

**MULTI-FAMILY**

**LEASE COMMUNITY**

**MANUFACTURED HOME PARK**

**ALL APPLICATIONS FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, LEASE COMMUNITY, AND MANUFACTURED HOME PARK SHALL BE ACCOMPANIED BY THE FOLLOWING:**

1. Site plans shall be drawn to a scale of one inch (1") equals fifty feet (50') or larger and include the following data:
  - a. Date of preparation, north point, and scale;
  - b. Legal description and tax parcel;
  - c. Applicant/owner name and address;
  - d. Signature of applicant;
  - e. Existing and proposed zoning;
  - f. Existing and proposed uses of the structure(s) and land;
  - g. Existing and proposed contours, at an interval appropriate for proper review;
  - h. Actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a surveyor or engineer.
  - i. Certification by a land surveyor or engineer that the dimensions and bearings are accurately delineated and location of all easements and right-of-ways;
  - j. Location of the lot with respect to adjacent rights-of-way;
  - k. Total number and type of building/units proposed, gross floor area of each building, bedrooms per dwelling unit (for residential developments), estimated number of employees (where applicable), and other information necessary to determine off-street parking and loading space requirements;
  - l. Location, shape, exterior dimensions, square footage, and height of each proposed structure/alteration on the site;
  - m. Location, shape, exterior dimensions, square footage, and height of any existing structures;
  - n. Location of landscaped areas (to be detailed on landscape plan), fences, walls, and other screening required
  - o. Standard yard setbacks required in the zoning district;
  - p. Location, grade, and dimensions of paved surfaces, and of all abutting streets, including a street typical for internal roadways;
  - q. Curb radii, aisle width, vision field, location and dimensions of parking spaces;
  - r. Location of barriers in parking spaces;
  - s. Raised islands around perimeter of parking areas and end of aisles;
  - t. Location and type of screening, if applicable;
  - u. Location of fire hydrant, show a 10' setback around area;
  - v. Location of all drainage facilities and easements;
  - w. Location and size of utility lines and easements;
  - x. Location of sign;
  - y. Location of garbage collection area;
2. Soils test and similar information if deemed necessary by the county engineer to determine the feasibility of the proposed development;
3. Approved State of West Virginia Sediment and Erosion Control Plan;
4. State of West Virginia NPDES Permit, if applicable;
5. Three copies of a stormwater analysis that bears the name, address, signature and seal of an engineer to determine the accommodation of upstream drainage areas and the effect on downstream drainage areas.
6. Three copies of a drainage plan that bears the name, address, signature, and seal of an engineer;
7. Three copies of drainage calculations that bear the name, address, signature, and seal of an engineer;
8. If applicable, three copies of the design of the stormwater management facility and drainage calculations that bear the name, address, signature and seal of an engineer;
9. If applicable, stormwater analysis, drainage plan, drainage calculations and design and calculations for stormwater management facility submitted to the City of Hurricane;
10. WV Department of Highways Encroachment Permit;
11. If applicable, Traffic Impact Study approved by the WV Division of Highways;
12. If applicable, Health Department approval;
13. Water and Sewer Plans and approval by the providers;
14. Lighting Plan;
15. Landscaping and Screening Plan;
16. Signage Plan;
17. Traffic Circulation and Parking Plan;
18. If applicable, Department of Natural Resources Stream Crossing Permit, US Army Corps of Engineers Permit, and other required municipal, county, state, and federal permits, if applicable.

**If it is determined the site is in the 100-year floodplain, the floodplain manager will provide floodplain requirements.**

- **Prior to applying, it is recommended that the applicant schedule a free sketch plan meeting with the Office of Planning and Infrastructure so the above requirements may be discussed.**
- **Other information may be required by the Planning Commission Officer to determine conformance with county requirements.**
- **Where the Planning Officer determines that any of the items listed above is unnecessary, the requirement may be waived.**
- **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.**
- **An application is not deemed complete until all of the above requirements are submitted.**

SUBMIT APPLICATION, FEE AND ALL REQUIRED DOCUMENTS TO: OFFICE OF PLANNING AND INFRASTRUCTURE, Putnam County Courthouse, 2nd floor, 12093 Winfield Road, Winfield, WV 25213 Telephone: (304) 586-0237 FAX: (304) 586-0200 Monday - Friday, 8:00 am to 4:00 pm. Go to http://planning.putnamcounty.org/permits.htm or call the Office of Planning and Infrastructure at 304-586-0237 for fee. Make check payable to "Putnam County Commission".

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:

FOR OFFICE USE - TO BE COMPLETED BY PERMIT OFFICER:

TOTAL FEE: AMOUNT PAID: RECEIPT #:
Building Fee: CASH CHECK INVOICE #:
Zoning Fee: CHECK #: DATE PAID:
Engineer Fee:
ZONING DISTRICT TAX MAP PARCEL FEMA PANEL 54079C - 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

FOR PERMIT REVISIONS/OFFICE USE ONLY:

TOTAL FEE: AMOUNT PAID: RECEIPT #:
Building Fee: CASH CHECK INVOICE #:
Zoning Fee: CHECK #: DATE PAID:
Engineer Fee:
ZONING DISTRICT TAX MAP PARCEL FEMA PANEL 54079C - FLOOD ZONE

TYPE OF REVISIONS:

SEE ATTACHMENT FOR REVISED CONDITIONS

APPROVED DENIED REVISED DEVELOPMENT/ZONING PERMIT #
PERMIT OFFICER DATE