

# PUTNAM COUNTY DEVELOPMENT PERMIT APPLICATION FOR CONSTRUCTION IN THE NONZONED 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 nonzoned 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 if 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 # \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
 Valid Contractor License on file. Verified by: \_\_\_\_\_

**NOTE: If installing a manufactured home, WV Manufactured Housing Board License number is also required.**  
 WV MANUFACTURED HOUSING BOARD # \_\_\_\_\_

## SITE INFORMATION

SITE ADDRESS \_\_\_\_\_  
Number [Rt/Box or House]      Street/Road      City      Zip Code  
 SUBDIVISION OR MANUFACTURED HOME PARK NAME \_\_\_\_\_ LOT # \_\_\_\_\_  
 TAX MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_  
 DIRECTIONS TO SITE: \_\_\_\_\_

## TYPE OF DEVELOPMENT

Check and complete all that apply:

- RESIDENTIAL**
  - Single Family
  - Manufactured Home
  - Single Family/Duplex
  - Manufactured Home Park (MHP) *(See page 2 for requirements)*  
 Name of MHP: \_\_\_\_\_
  - Multi-family: *(See page 2 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:**     Detached Garage     Storage Building     Other (list) \_\_\_\_\_
- TEMPORARY STRUCTURE**
- DEVELOPMENT WITHOUT A STRUCTURE** (e.g. fill, grading, etc.)
- TELECOMMUNICATIONS TOWER**                       **BRIDGE**                       **CULVERT**
- COMMERCIAL** *(See page 2 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 2 for requirements)* Type of Industry: \_\_\_\_\_

ESTIMATED CONSTRUCTION COSTS OF PROJECT (LABOR & MATERIAL): \_\_\_\_\_

ESTIMATED CONSTRUCTION START DATE: \_\_\_\_\_

**WATER/SEWER**

**Check and complete 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 department permit.

**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 Plan that includes:
  - a. boundary lines of parcel
  - b. tax map and parcel number of parcel
  - c. scale
  - d. north arrow
  - e. location, dimensions, and labeling of proposed and existing structures
  - f. location, dimensions, and labeling of parking areas and other impervious areas
  - g. location and labeling of proposed and existing driveway entrance(s)
  - h. access road labeled
  - I. location and width of rights-of-way and drainage and utility easements
  - j. signature and seal of registered professional engineer required if any drainage data is included on site plan
2. Drainage analysis, drainage plan and drainage calculations signed and sealed by a registered professional engineer
3. Design of stormwater detention facility signed and sealed by a registered professional engineer, if applicable
4. WV Division of Highways Access Permit if access is onto state or county highway
5. State of WV NPDES General Permit for Stormwater Associated with Construction Activity if land disturbance is over one (1) acre. If land disturbance is under one (1) acre, a Sediment Control Plan approved by the West Virginia Conservation Agency
6. Documentation from the water provider that the site shall have public water service
7. Documentation from the sewer provider that the site shall have public sewer service or Putnam County Health Department approval if the site shall be served by an individual sewage disposal system.
8. Application fee

**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.**

**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.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

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

**SUBMIT APPLICATION, FEE AND ALL REQUIRED DOCUMENTS TO OFFICE OF PLANNING AND INFRASTRUCTURE,**  
Putnam County Courthouse, 2<sup>nd</sup> floor, 3389 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".

**FOR OFFICE USE ONLY - TO BE COMPLETED BY PERMIT OFFICER:**

FEE: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_  
 Building Fee: \_\_\_\_\_ CASH  CHECK  INVOICE #: \_\_\_\_\_  
 Engineer Fee: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ FEMA PANEL 54079C - \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_

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

APPROVED  DENIED DEVELOPMENT PERMIT # \_\_\_\_\_

SEE ATTACHMENT FOR CONDITIONS

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

\_\_\_\_\_  
 DATE

**FOR PERMIT REVISIONS ONLY - TO BE COMPLETED BY PERMIT OFFICER:**

FEE: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_  
 Building Fee: \_\_\_\_\_ CASH  CHECK  INVOICE #: \_\_\_\_\_  
 Engineer Fee: \_\_\_\_\_ CHECK #: \_\_\_\_\_ DATE PAID: \_\_\_\_\_

TAX MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ FEMA PANEL 54079C - \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_

TYPE OF REVISIONS: \_\_\_\_\_

APPROVED  DENIED REVISED DEVELOPMENT PERMIT # \_\_\_\_\_

SEE ATTACHMENT FOR REVISED CONDITIONS

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

\_\_\_\_\_  
 DATE