

---

---

## **IMPROVEMENT LOCATION PERMIT ORDINANCE**

---

---

### **ARTICLE 100.00 ENACTMENT AND SCOPE OF ORDINANCE**

#### **100.01 PURPOSE**

To assure all structures, developments, and their locations conform to the County's comprehensive plan and ordinances.

#### **100.02 AUTHORITY**

This Improvement Location Permit Ordinance is adopted by Putnam County by powers vested through Chapter 8, Article 24, Sections 36 and 37 of West Virginia State Code.

#### **100.03 NAME**

The Improvement Location Permit shall hereafter be known as the Building Permit.

#### **100.04 AUTHORITY TO ISSUE BUILDING PERMIT**

The Director of the Planning Commission and/or a Planning Commission employee designated by the Planning Commission or Director shall have the authority to issue building permits within the jurisdiction of the Commission and in conformity with the comprehensive plan and ordinance.

### **ARTICLE 200 CONDITIONS**

#### **200.01 GENERAL REQUIREMENTS**

In order to prevent adverse effects of development on taxpayers, surrounding landowners, the environment, and to protect the general health, safety, and welfare of County residents and promote and support quality development, the following requirements shall apply to all new structures, developments and their location.

#### **200.02 SEPTIC APPROVAL**

As identified in the Putnam County Comprehensive Plan, certain soil conditions in Putnam County are not suitable for septic systems. Poor septic systems have the potential to cause severe health problems for the general public. When public sewer service is not available, receipt of an approved permit for sewage disposal from the appropriate county and state agency shall be required prior to issuing a building permit. (10/05)

#### **200.03 HIGHWAY ACCESS**

As identified in the Putnam County Comprehensive Plan, the high growth in the County is placing a large demand on the road system. Highway access permits that are issued by the State of West Virginia Division of Highways assist in maintaining safe roadways. However, many new accesses are not obtaining state approval. An encroachment permit from the WV Division of Highways is required for residential developments, nonresidential developments, multi-family developments, manufactured home parks, and lease communities. (10/05)

#### **200.04 SEDIMENT, EROSION, AND DRAINAGE**

As identified in the Putnam County Comprehensive Plan, the development limitations of the soils, slopes, and drainage of the County need to be considered during development. A building permit shall be issued and maintained only for structures and developments that:

- A. minimize the change in the rate of erosion and the amount of sediment movement throughout the life of the development; and
- B. minimize the increase in water runoff rate and adequately drain the site to a drainage facility or watercourse.

See *Article 1500 Drainage and Storm Sewers* in the *Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia* for the requirements and standards for stormwater management and sediment and erosion control. (added 10/05)

#### **200.05 SUBDIVISION REGULATION**

Parcels of land created under the Subdivision Regulations of the Putnam County Planning Commission have been approved with conditions. A building permit shall only be issued and maintained to structures within Planning Commission approved subdivisions in which conditions of the subdivision approval are being met.

#### **200.06 FACTORY-BUILT HOME COMMUNITY**

A factory-built home community is required to have a building permit for the placement of factory-built homes, which include modular homes, mobile homes, house trailers and manufactured homes. The factory-built home community may elect to either have a building permit issued for each factory-built home before it is placed on a factory-built home site or have a building permit issued for every factory-built home site in that community.

### **ARTICLE 300 ENFORCEMENT, VIOLATIONS, AND PENALTIES**

It shall be the duty of the office of the Planning Commission to enforce the ordinance and to bring to the attention of the Prosecuting Attorney any violations or lack of compliance. Any person, firm, or corporation who fails to comply with or violates any of these regulations shall be subject to a fine or imprisonment as provided by laws of the State of West Virginia, Chapter 8, Article 24, Part XVIII of the Code of West Virginia.

Appropriate actions and proceedings may be taken by law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation, to prevent illegal occupancy of a building, structure, or premises, and these remedies shall be in addition to the penalties described above.

**Adopted: May 21, 1992**

**Amended: August 29, 1994**

**Amended: October 4, 2005**