

PUTNAM COUNTY ZONING SIGN PERMIT APPLICATION

Putnam County Office of Planning and Infrastructure
3389 Winfield Road, Winfield, WV 25213 304-586-0237 FAX 304-586-0200

planning@putnamcounty.org

Please see *Article 1400 Signs* in the *Zoning Ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia* for all requirements

APPLICANT

Name _____
Business Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Cell _____
Email _____

BUSINESS/ORGANIZATION

Property Owner Name _____
Business Name _____
Contact Name _____
Business Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Cell _____
Email _____

CONTRACTOR: Required information if sign cost = minimum \$500.00

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____ Cell _____
Email _____
WV Contractor License Number _____ Submit copy of valid license.

FOR OFFICE USE ONLY: Valid Contractor License on file. Verified by: _____

SIGN LOCATION

Address _____
City _____ State _____ Zip _____
Tax Map Number _____ Parcel Number _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Will this sign be: On Premise Sign Off Premise Sign
2. What is the lineal footage of building's primary frontage(s) _____ feet _____ feet
3. What is the lineal footage of building's secondary frontage(s) _____ feet _____ feet
4. Will this sign be for:
 A Development Name of Development: _____
 A Subdivision Name of Subdivision: _____
 An Individual Business Name of Business: _____
 An existing Multi-Tenant Development Name of Development: _____
 Home Occupation
5. Will this sign be: New Replacement

6. Are there existing signs at this location: Yes No How many? _____

If YES: What type: Monument Panel/Column Pole Wall Awning/Canopy Kiosk
 Changeable Copy Roof Marquee Community Event

Will this sign replace the existing sign? Yes No

Will this sign be a proposed additional sign? Yes No

Number of signs when this project is completed: _____

Are the existing signs illuminated? Yes No

If Yes: How are they illuminated: Internal External Type of External: _____

Are the existing signs nonconforming? Yes No

If Yes: What is nonconforming? _____

If NO: Will the proposed sign be the only sign(s) located on this property? Yes No

7. What type of sign is being proposed?

<u>TYPE</u>	<u>NUMBER</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>TYPE</u>	<u>NUMBER</u>
<input type="checkbox"/> Monument	_____	<input type="checkbox"/> Kiosk	_____	<input type="checkbox"/> Parking Area Directional	_____
<input type="checkbox"/> Panel/Column	_____	<input type="checkbox"/> Community Event	_____	<input type="checkbox"/> Panel in Existing Freestanding Sign	_____
<input type="checkbox"/> Pole	_____	<input type="checkbox"/> Changeable Copy	_____	<input type="checkbox"/> Replacement of Sign Face(s)	_____
<input type="checkbox"/> Wall	_____	<input type="checkbox"/> Roof	_____	<input type="checkbox"/> Off-premise directional	_____
<input type="checkbox"/> Awning/Canopy	_____	<input type="checkbox"/> Residential Subdivision	_____	<input type="checkbox"/> Other	_____
<input type="checkbox"/> Marquee	_____	<input type="checkbox"/> Home Occupation	_____		

8. Will the proposed sign be illuminated? Yes No

If yes: How will it be illuminated: Internal External Type of External: _____

9. What are the specifications for the proposed sign(s)?

Sign 1 Type _____	Sign 2 Type _____	Sign 3 Type _____
Dimensions _____ X _____	Dimensions _____ X _____	Dimensions _____ X _____
Square Footage _____	Square Footage _____	Square Footage _____

Freestanding Sign: Height from grade to top of sign _____ feet

Single-sided or Double-sided back-to-back or Double-sided V-shaped

Roof Sign: Height above roof parapet _____ feet

Parking area and off-premise directional: Height _____ feet

If changeable copy sign, percent of total area of the sign _____ %

SIGN PLAN AND SITE PLAN

A sign plan must be submitted with the application and shall include the following:

1. Dimensions
2. Square Footage
3. Height
4. Text
5. Type of lighting
6. Construction requirements in *Article 1400 Signs in the Zoning ordinance for the Zoned Unincorporated Areas of Putnam County, West Virginia*

A scaled site plan must be submitted with the application for all newly constructed freestanding signs and shall include the following: (NOTE: this scaled site plan may be hand-drawn)

1. Boundary lines of the property

2. Sign location(s), existing and proposed
3. Utility easements
4. Drainage easements
5. Rights-of-way
6. Distances from rights-of-way and easements
7. Location of external lighting

A lighting plan by a registered professional engineer must be submitted for external lighting that demonstrates there will not be a safety issue with oncoming vehicular traffic and if adjacent to residential property, that there will be a maximum of 0.2 FC at property line.

SIGN FEE: \$30.00

NOTICE

I hereby certify that I have read and examined this document and know the same to be true and correct. There shall be compliance with all provisions of laws and ordinances governing this type of work 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: _____

OFFICE OF PLANNING AND INFRASTRUCTURE USE:

FEE: _____ RECEIPT # _____ INVOICE # _____

AMOUNT PAID: _____ CHECK CASH CHECK # _____

DATE PAID: _____

ZONING DISTRICT _____ TAX MAP _____ PARCEL _____

PERMITTED PRINCIPAL USE PERMITTED ACCESSORY USE SPECIAL PERMIT USE NONCONFORMING USE

COMMENTS: _____

SEE ATTACHMENT FOR CONDITIONS

DATE OF APPROVAL: _____ ZONING PERMIT #: _____

PERMIT OFFICER