

# PUTNAM COUNTY DEVELOPMENT/ZONING PERMIT APPLICATION FOR A SPECIAL PERMIT for NEW CONSTRUCTION

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

## PREVIOUS PROPERTY OWNER

If present owner has owned this property less than four years, provide name of previous property owner: \_\_\_\_\_

## CONTRACTOR (company or person building, filling, erecting a sign, or setting up a manufactured home)

COMPANY NAME \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ CELL \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

WV CONTRACTOR LICENSE # \_\_\_\_\_

**NOTE: If setting up a manufactured home, the following 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 NAME OR MANUFACTURED HOME PARK \_\_\_\_\_ LOT # \_\_\_\_\_

TAX MAP # \_\_\_\_\_ PARCEL # \_\_\_\_\_ LOT SIZE: \_\_\_\_\_

PRIMARY/COUNTY ROAD ACCESS: \_\_\_\_\_

DIRECTIONS TO SITE: \_\_\_\_\_

## 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
  - Multi-family (*COMPLETE Multi-Family Section, page 3*)
- ADDITION FOR RESIDENTIAL STRUCTURE:
  - 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  Fence  Storage Building  Other (list) \_\_\_\_\_
- TEMPORARY STRUCTURE
- DEVELOPMENT WITHOUT A STRUCTURE (e.g. fill, grading, etc.)
- TELECOMMUNICATIONS TOWER
- BRIDGE
- CULVERT
- COMMERCIAL (*Complete Commercial Section, page 3*)
- ADDITION FOR COMMERCIAL STRUCTURE: 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 (*Complete Industrial Section, page 3*)
- OTHER

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

**WATER/SEWER/  
SEPTIC:**

**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 \_\_\_\_\_

**SEPTIC - If your structure will be served by an individual sewage disposal system, health department approval is required PRIOR to submitting this application. Contact the Putnam County Health Department, (304) 757-2541, 4237 St Rt 34, Hurricane, WV 25526**

**PUTNAM COUNTY HEALTH DEPARTMENT APPROVAL**

APPROVE CONDITION(S) \_\_\_\_\_

DISAPPROVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
*Putnam County Health Department Official* Date \_\_\_\_\_

**COMPLETE THIS  
SECTION FOR  
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? \_\_\_\_\_

**COMPLETE THIS SECTION FOR NEW CONSTRUCTION OF: COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, AND/OR LEASE COMMUNITY**

WILL THE PROPERTY BE  LEASED  OWNED

PRIOR LAND USE(S) \_\_\_\_\_

PROPOSED LAND USE(S) \_\_\_\_\_

NAME OF DEVELOPMENT AND/OR BUSINESS \_\_\_\_\_

MULTI-FAMILY:

TOWNHOUSE : NUMBER OF DWELLING UNITS: \_\_\_\_\_

APARTMENT: NUMBER OF DWELLING UNITS: \_\_\_\_\_

CONDOMINIUM: NUMBER OF DWELLING UNITS: \_\_\_\_\_

COMMERCIAL: TYPE OF BUSINESS(ES) \_\_\_\_\_

NUMBER OF SEPARATE BUSINESSES \_\_\_\_\_

INDUSTRIAL: TYPE OF INDUSTRY \_\_\_\_\_

NUMBER OF SEPARATE COMPANIES \_\_\_\_\_

LEASE COMMUNITY: COMMUNITY NAME \_\_\_\_\_

**ALL APPLICATIONS FOR PERMITS FOR COMMERCIAL, INDUSTRIAL, MULTI-FAMILY, AND LEASE COMMUNITY STRUCTURES: THE SURVEY PLAT MUST INCLUDE ALL INFORMATION WITHIN THIS SECTION.**

1. Three copies of a site plan drawn to a scale of one inch equals fifty feet or larger on a survey plat. The survey plat must bear the name, signature and seal of a licensed land surveyor or engineer licensed by the State of West Virginia along with the following information.
  - A. tax map and parcel number
  - B. total square footage of the lot
  - C. percent of lot covered by impervious surfaces
  - D. exact sizes and locations on the lot of existing structures, if any
  - E. location and dimensions of the proposed structure or alteration
  - F. square footage of proposed structure or alteration
  - G. height of proposed structure
  - H. setbacks
  - I. location of rights-of-way and easements
  - J. street typical for internal roadways
  - K. location and width of driveways
  - L. curb radii
  - M. aisle width
  - N. vision field
  - O. location and dimensions of parking spaces
  - P. number of employees, families, examination rooms, housekeeping units, bedrooms, or rental units the structure is designed to accommodate
  - Q. raised islands around perimeter of parking areas and end of parking aisles
  - R. wheel barriers
  - S. buffer yard
  - T. location and type of screening
  - U. landscaping
  - V. location and size of utility lines
  - W. location of fire hydrant
  - X. location and size of drainage easements
  - Y. drainage facilities
  - Z. sign location
  - AA. garbage collection area location and screening
  - BB. signature of developer
2. Sign plan
3. Landscaping plan
4. Drainage analysis, drainage plan and drainage calculations that bear name, address, signature, and seal of a registered professional engineer
5. Design of storm water detention facility that bear the name, address, signature, and seal of applicable registered professional engineer, if applicable
6. Approval of water and sewer plans
7. WV Division of Highways Access Permit, if applicable
8. State of West Virginia NPDES General Permit for Storm Water Associated with Construction Activity, if applicable. If the NPDES permit is not applicable, approval of a sediment control plan by the WV Soil Conservation Agency.

**NOTES:**

1. Other information may be required by the Planning Commission Officer to determine conformance with county requirements.
2. Where the Planning Officer determines that any of the items listed above is unnecessary, he may waive its requirement.
3. 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.

**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. *(Property list may be established from the Putnam County Assessor's maps. If the list includes a lot within a subdivision, the applicant must include the name and address of the president for that subdivision's homeowners association.)*
2. Applicant shall submit blank stamped envelopes for the number of property owners established on the above list. *(Property list may be established from the Putnam County Assessor's maps and addresses).*
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. **(NOTE: this fee is in addition to the new construction building permit fee)**
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. 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 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** Use \_\_\_\_\_  **PERMITTED ACCESSORY USE** Use \_\_\_\_\_  **SPECIAL PERMIT 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: \_\_\_\_\_

\_\_\_\_\_