

PUTNAM COUNTY

DEVELOPMENT PERMIT APPLICATION CHECKLISTS

ALL APPLICATIONS FOR:

- COMMERCIAL DEVELOPMENT,
- INDUSTRIAL DEVELOPMENT,
- MULTI-FAMILY DEVELOPMENT,
- LEASE COMMUNITY DEVELOPMENT &
- MANUFACTURED HOME PARKS

IN THE UNINCORPORATED **NON-ZONED** AREAS OF PUTNAM COUNTY 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. If applicable, drainage analysis, drainage plan and drainage calculations signed and sealed by a registered professional engineer.
3. If applicable, design of stormwater detention facility signed and sealed by a registered professional engineer.
4. Application fee.
 - 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 prior to applying.
 - Where the Planning Director 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 the above requirements are submitted.

IF IT IS DETERMINED THE SITE IS IN THE FLOODPLAIN, THE COUNTY'S FLOODPLAIN MANAGER WILL PROVIDE FLOODPLAIN REQUIREMENTS.

ALL APPLICATIONS FOR:

- **COMMERCIAL DEVELOPMENT,**
- **INDUSTRIAL DEVELOPMENT,**
- **MULTI-FAMILY DEVELOPMENT,**
- **LEASE COMMUNITY DEVELOPMENT &**
- **MANUFACTURED HOME PARKS**

IN THE UNINCORPORATED **ZONED AREAS OF PUTNAM COUNTY 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 rights-of-way.
 - 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. If applicable, three (3) 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.
3. If applicable, three (3) copies of a drainage plan that bears the name, address, signature, and seal of an engineer.
4. If applicable, three (3) copies of drainage calculations that bear the name, address, signature, and seal of an engineer.
5. If applicable, three (3) copies of the design of the stormwater management facility and drainage calculations that bear the name, address, signature, and seal of an engineer.
6. If applicable, a traffic impact study approved by the WV Division of Highways.
7. Lighting Plan.
8. Landscaping and Screening Plan.
9. Signage Plan.
10. Traffic Circulation and Parking Plan.
11. Application fee.

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