

Office Use

Permit No.: _____
Zoning ID: _____
Zoning Name: _____
Tax District: _____
Map No.: _____
Fee: _____

GENERAL APPLICATION FOR LAND USE PERMIT LEVEL I

This application shall be used for all Level I reviews of simple site plans involving:

- Single-family and two-family residential structures;
- Habitable accessory structures to principal residences;
- Accessory structures to non-residential uses;

Specific requirements and specifications may be found in Section 2300.08 of the Zoning Ordinance.

Date of Submittal ____/____/____

Property Owner:

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Agent (if applicable):

Name

Mailing Address (Street, City, State, Zip Code)

Daytime Phone

Email Address

Legal Description of Property:

(You can use either the Street Address or the District, Map and Parcel No.)

Tax District

Tax Map

Parcel No.

Parcel Size (acres or sq. ft.)

Street Address (Street, City, State, Zip Code)

Scope of Work:

Signature required on second page

MCPC

MONONGALIA COUNTY PLANNING COMMISSION

243 High Street, Rm 110, Morgantown, WV 26505
 Phone 304.291.9570 Fax 304.291.9573 www.moncp.org

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Zoning Information	Has any construction or site preparation begun on the property at the time of this application?	Y	N
	Is there existing structure(s)/use(s) on the parcel? If yes, what is the use of such structures? (Please Describe)	Y	N
	Will the construction increase an existing building's occupancy or use capacity? How much? _____	Y	N
In the event more than 1 acre of surface will be disturbed:	Will the use of fill be used as part of this application?	Y	N
	Will the construction, excavation or grading disturb more than 1 acre of surface?	Y	N
	Have you prepared a grading plan?	Y	N
	Have you prepared a stormwater management plan?	Y	N
	Have you prepared an erosion and sediment control plan?	Y	N
In the event the construction is for a new principal use, or property access point:	Have you obtained a highway access permit from the Division of Highways?	Y	N
	Have you obtained a street address from MECCA 9-1-1?	Y	N
	Is the parcel located in a Special Flood Hazard Area (SFHA)?	Y	N
	In the event the subject property is located in a SFHA area, have you obtained a Floodplain Development Permit?	Y	N
	Does the parcel/structure have a septic system permit or access to a public septic system? (Please Describe)	Y	N

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate. I understand that applying for a Zoning Permit does not guarantee approval and that the fee associated with the application is non-refundable. I give permission for on-site visits as required.

I understand that my presence is mandatory at any meetings regarding this application.

Signature of Applicant: _____ **Date:** _____

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SITE PLAN REVIEW LEVEL I: ADMINISTRATIVE REVIEW OF SIMPLE SITE PLANS

An application for a ***single-family residential, two-family residential principle, habitable accessory structures and accessory structures to non-residential principle*** uses Must be accompanied by:

1. A site plan (2 copies) drawn to scale, which includes the following:
 - a. The actual dimensions, size, square footage, and shape of the lot to be built upon;
 - b. The exact sizes and locations on the lot of existing structures, if any;
 - c. The location, square footage, and dimensions of the proposed structure or alteration;
 - d. The location of the lot with respect to adjacent rights-of-way and easements;
 - e. The existing and proposed use(s) of the structure(s) and land;
 - f. The means of ingress and egress to parcel(s) and structure(s) and the location and dimensions of off-street parking;
 - g. Height of structure(s);
 - h. Show distance from all existing and proposed structures/uses to property lines;
 - i. Grading plan;
 - j. Stormwater management plan;
 - k. Erosion and sediment control plan; and,
 - l. Signature of applicant.
2. Elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors.
3. Floor plans of each level of the structure.

These requirements apply to the zoned planning districts in Monongalia County. 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 applicant attesting thereto.

Approval of site plans shall expire two years from the date of approval. In the event construction authorized by a zoning permit has not been completed within two (2) years, the permit shall become null and void.

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SITE PLAN REVIEW LEVEL I: ADMINISTRATIVE REVIEW OF SIMPLE SITE PLANS

All land use permit applications for ***structures accessory to principle residential structures and not designed or intended for human habitation*** must be accompanied by a simple sketch plan or scaled site plan, which includes the following:

1. The approximate dimensions, size, square footage, and shape of the lot to be built upon;
2. The approximate sizes and locations on the lot of existing structures;
3. The location, square footage, and dimensions of the proposed structure or alteration;
4. The existing and proposed use of the accessory structure and/or land;
5. Height of the structure(s);
6. Show distance from all existing and proposed structures/uses to property lines;
7. Signature of applicant.

These requirements apply to the zoned planning districts in Monongalia County. 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 applicant attesting thereto.

Approval of site plans shall expire two years from the date of approval. In the event construction authorized by a zoning permit has not been completed within two (2) years, the permit shall become null and void.

The Planning Office shall make every reasonable effort to process an application within 30 working days once the application is deemed to be complete.

Additional copies of the Zoning Ordinance and Maps may be purchased from the Planning Office.