

### Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

## APPLICATION FOR REVIEW OF CONDITIONAL USE PERMITS

Application Fee: \$100.00

Additional Site Plan Review, Land Use, Certificate of Compliance and Late Fees May Apply

This application shall be used for all Level IV reviews of conditional use permits where community and comprehensive plan goals are met through a flexible and individual regulation of land uses. The conditional use permit procedure shall provide for some measure of individualized judgment and the imposing of conditions on certain uses, in order to make them compatible with uses in the surrounding area to insure that no damage, hazard, nuisance, or other detriment be imposed on persons or property in the vicinity.

Specific requirements and specifications may be found in Section(s) 2300.12 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:

**Zoning Section No.** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*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.moncpc.org

### Office Use

Permit No.: \_\_\_\_\_  
 Zoning ID: \_\_\_\_\_  
 Zoning Name: \_\_\_\_\_  
 Tax District: \_\_\_\_\_  
 Map No.: \_\_\_\_\_  
 Fee: \_\_\_\_\_

<b>Zoning Information</b>	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
<b>In the event more than 1 acre of surface will be disturbed:</b>	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
<b>In the event the construction is for a new principal use, or property access point:</b>	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 Conditional Use 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:** \_\_\_\_\_

## Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

### **SITE PLAN REVIEW LEVEL IV: BZA REVIEW OF CONDITIONAL USE PERMITS**

All applications for a Conditional Use Permit shall be accompanied by the following:

1. A site plan (3 copies), drawn to scale, that includes the following:
  - a. The actual dimensions, size, square footage, and shape of the lot to be built upon as shown on an actual survey by a licensed land surveyor or registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant;
  - 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.
  - e. The existing and proposed uses of the structure(s) and land.
  - f. The number of employees, families, housekeeping units, bedrooms, or rental units the structure(s) is designed to accommodate;
  - g. The location and dimensions of all existing and proposed means of ingress and egress to the site;
  - h. Height of structure;
  - i. Setbacks or building envelopes, as required;
  - j. Buffer yard and screening, if applicable;
  - k. Location of garbage collection area and screening;
  - l. Layout and designs of all internal roadways, as may be required by Article 2600 "Roads and Rights-of-Way" of this Ordinance;
  - m. Utility lines and easements; and,
  - n. Signature of applicant
2. Preliminary building plans and elevations illustrating proposed building construction and alteration, including an indication of exterior materials, textures and colors.
3. Parking and Loading Facilities Plan, as may be required by Article 2500 "Parking and Loading Facilities" of this Ordinance.
4. Landscaping and Screening Plan, as may be required by Article 2550 "Landscaping and Screening" of this Ordinance.
5. Lighting and Illumination Plan, as may be required by the Planning Official.
6. Signage Plan, as may be required by the Planning Official.
7. Drainage and Stormwater Management Plan, as may be required by Article 2650 "Drainage and Stormwater Management" of this Ordinance.
8. Water Facilities Plan, as may be required by Article 2700 "Water Facilities" of this Ordinance.

### Office Use

Permit No.: \_\_\_\_\_  
Zoning ID: \_\_\_\_\_  
Zoning Name: \_\_\_\_\_  
Tax District: \_\_\_\_\_  
Map No.: \_\_\_\_\_  
Fee: \_\_\_\_\_

### SITE PLAN REVIEW LEVEL IV: BZA REVIEW OF CONDITIONAL USE PERMITS

9. Sewerage Facilities Plan, as may be required by Article 2750 "Sewerage Facilities" of this Ordinance.
10. Grading Plan, as may be required by the Planning Official.
11. Approved WV Division of Highways Access Permit, if applicable.
12. Sediment and erosion control plan as approved by the West Virginia Department of Environmental Protection.
13. Any other such information concerning the lot or neighboring lots as may be required by the Planning Official to determine conformance with, and provide for the enforcement of, this Ordinance. Where deemed necessary, the Planning Official may require that in the case of accessory structures or minor additions, all dimensions show on plans relating to the size of the lot and the location of the structure(s) thereon be based on an actual survey by a registered design professional licensed by the State of West Virginia and as authorized by West Virginia State law, said survey to be provided by the applicant.
14. A list of the property owners' name and address located within 200 feet of the affected area, as of record in the office of the Monongalia County Assessor. The subject property also shall be included in the affected area. The applicant must also submit the tax map and parcel numbers for the list of properties along with a stamped and addressed envelope for each of the names and addresses of property owners in the affected area. If the list includes a lot within a subdivision where a homeowners' association (HOA) operates, the applicant must submit the name of the president of the subdivision's homeowners association along with a stamped and addressed envelope for the individual
15. Any other information deemed helpful by the applicant or necessary by the Board of Zoning Appeals to explain the nature of the proposed use and its consistency with the standards established by this Section for conditional use permits.

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.

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