

Hardy County Planning Office
204 Washington Street
Moorefield, WV 26836
(P) 304-530-0257
(F) 304-530-0258
www.hardycounty.com

Melissa Scott – County Planner: msscott.hardyplanner@gmail.com
Nicole Rohrbaugh – Administrative Assistant: hardyvwplan@gmail.com

Procedures: Improvement Location Permit Application

I: Obtaining an application

An application may be picked up in the planning office, mailed to the applicant, or downloaded from the internet directly off the county website.

II: Filing an application

- 1) The application must be filled out in full and signed by the applicant.
 - a) If the applicant is not the land owner, then the applicant shall either obtain the signature of the land owner on the application or a letter or email from the land owner stating that the applicant is the agent of the land owner.
- 2) All outside required information must be obtained for a completed application. These include, if applicable:
 - a) The contractor's information including their West Virginia contractor license number. The applicant is only permitted to put "self" down as the contractor if they are completing 100% of the new improvement. The Planning Office shall cross reference the contractor information on the WV Department of Labor website.
 - b) If the proposed new improvement includes **NEW** bathrooms, kitchens, or bedrooms, then a copy of the septic permit from the Hardy County Sanitarian (304-530-6355) shall be required. If the applicant will receive sewer service from either Moorefield or Wardensville, then a copy of their water bill or signature from the town offices will be permitted.
 - c) If the entrance to the parcel where the new improvement is being constructed is located off a WV state maintained road, then a copy of the entrance permit from the WVDOH (304-434-2525) shall be required. If the parcel does not have a current approved entrance permit, then one must be obtained at the state shed on SR55 across from the Senator Byrd Industrial Park. The applicant is required to take their deed with them to the WVDOH state shed to apply for the entrance permit.
- 3) The Planning Office shall assist in the filing of an application. The applicant shall be instructed as to the zoning district in which the new improvement is located and the minimum offsets from the property lines as determined by the zoning ordinance.

4) As described in the fee schedule section of the Improvement Location Permit Ordinance, the application shall be accompanied by the proper fee by cash, check, or money order in the correct amount. If the fee is in check or money order form, then it shall be made out to: **Hardy County Sheriff**.

III: Review of Application

1) The Planning office shall have fourteen (14) business days by which to review the application to approve, deny or request further information from the applicant.

a) If further information is required from the applicant, the Planning Office shall contact the applicant via phone, email or mail. In all cases, the applicant shall be made aware of what information shall be required to approve the application.

b) If the application is denied, then a letter of denial shall be mailed to the applicant stating the reasons for denial. A copy shall be attached to the application. No application fees will be refunded.

2) The application shall be reviewed to ensure completeness.

a) It shall be the responsibility of the Planning Office to review the section regarding floodplain information. If the new improvement meets the standards of the floodplain ordinance, the applicant shall be notified and the application shall be treated as if under the floodplain ordinance.

IV: Approval of Application

1) If the application is completed to the standards of the Planning Office and the proposed new construction is not in the flood zone, then the application may be approved and a permit and placard issued.

a) The application shall be stamped “APPROVED” with the approval date.

b) The floodplain information shall be completed and signed by a floodplain administrator.

c) The application shall be signed by a Planning Office Staff member and dated.

d) The permit number shall be placed on the front of the application, which shall correspond to the permit number on the placard and permit.

2) The approved permit shall include the date of approval and the one (1) year window of the permit’s validity. An extension may be procured from the Planning office after the expiration of the permit.

3) The placard shall include the permit number and a signature from a Planning Office staff member. The placard shall be placed in a conspicuous place where it can be observed by county officials.

4) The approved application shall be recorded in the county database and stored in the Planning Office records.