

**Hardy County**  
**Improvement Location Permit Application**

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

Date Received: _____
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date Approved: _____
Permit Number: _____

**Applicant Information:**

F. Name: \_\_\_\_\_ L. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Property Owner Information:**

F. Name: \_\_\_\_\_ L. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Location of New Construction Site (911 address):** \_\_\_\_\_

Is Property for Resale?  YES  NO

**Contractor or Builder Information:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
WV License Number: \_\_\_\_\_

**Property Identification Information:**

Tax District: \_\_\_\_\_ Tax Map: \_\_\_\_\_ Parcel(s): \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Page No: \_\_\_\_\_ Ac: \_\_\_\_\_

**Zoning:**  A  C  I  R

Public Hearing Required: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Restrictions/Provisions: \_\_\_\_\_

**Cost of Construction:**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Type of New Construction:**

- Agricultural Building \_\_\_\_\_
- Commercial Building \_\_\_\_\_
- Industrial Building \_\_\_\_\_
- Carport/Garage \_\_\_\_\_
- Deck/Porch \_\_\_\_\_
- Storage Building \_\_\_\_\_
- Recreational Cabin \_\_\_\_\_
- Residential - Single Family Unit
  - Stick Built \_\_\_\_\_
  - Modular \_\_\_\_\_
  - Manufac. Home - Singlewide \_\_\_\_\_
  - Manufac. Home - Doublewide \_\_\_\_\_

- Poultry House \_\_\_\_\_
- Grower: \_\_\_\_\_
- Addition - Agricultural \_\_\_\_\_
- Addition - Commercial \_\_\_\_\_
- Addition - Industrial \_\_\_\_\_
- Addition - Residential \_\_\_\_\_
- Other Construction \_\_\_\_\_
- Residential - Multi-Family Unit
  - Condo \_\_\_\_\_
  - Townhouse \_\_\_\_\_
  - Other \_\_\_\_\_

**Status of Residence:**

- Permanent Residence
- Seasonal/Secondary Home

**Room Construction/Addition:**

Full Baths: \_\_\_\_\_ Half Baths: \_\_\_\_\_  
Bedrooms: \_\_\_\_\_  
Other Use: \_\_\_\_\_

**New Construction Information:**

Number of Stories:  1.0  1.5  2.0  2.5  
Exterior Walls:  Brick  Frame  Siding  
Basement:  None  Part  Full  Crawl Space  
Fuel Type:  Gas  Solar  Wind  Electric  Oil  
 Coal  Wood  Geothermal  None  
Heat Type:  Forced Air  Electric  Hot Water  Heat Pump

**Manufactured/Modular Home Information:**

Year Built: \_\_\_\_\_ Purchase Date: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ VIN: \_\_\_\_\_  
Cost: \_\_\_\_\_ Size: \_\_\_\_\_  
Installer Permit #: \_\_\_\_\_

**Zoning Setback Requirements:**

"A" Zone: Residence - Front: 40 Feet; Sides: 15 Feet; Rear: 50 Feet  
"A" Zone: Other Uses - Front: 40 Feet; Sides: 30 Feet; Rear: 50 Feet  
"R" Zone: All Uses - Front: 40 Feet; Sides: 15 Feet; Rear: 20 Feet  
"R" Zone: Storage Building - 10 Feet From All Property Lines  
"I" Zone: Permitted Use - 150 Foot Buffer from Industrial District Border  
"I" Zone: Conditional Use - 300 Foot Buffer from Industrial District Border  
"C" Zone: Permitted Use - 50 Foot Buffer from Commercial District Border  
\* See Zoning Ordinance for specific buffers, lot sizes, and offsets from property lines.

**Proposed Setbacks:**

Front: \_\_\_\_\_  
Side: \_\_\_\_\_  
Rear: \_\_\_\_\_

**Applicant Initials:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WATER AND SEWER/SEPTIC INFORMATION**

Water Source:  Public Water  Well  Natural Spring  Cistern Public Sewer:  Yes  No  
Well Installer: \_\_\_\_\_ Well Permit Number: \_\_\_\_\_  
Septic Installer: \_\_\_\_\_ Septic Permit Number: \_\_\_\_\_

COUNTY SANITARIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

WATER/SEWER OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

**FLOODPLAIN INFORMATION**

Is there a lake, river, or stream located on or adjacent to the parcel?  Yes  No Name: \_\_\_\_\_

**To Be Completed By Floodplain Manager:**

Floodplain Map Number: \_\_\_\_\_ 100 Year Flood Zone:  Yes  No Zone: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Floodplain Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT OF HIGHWAYS PERMIT INFORMATION**

Is the driveway off of a state maintained road?  Yes  No Name of Road: \_\_\_\_\_

Permit No: \_\_\_\_\_ Issue Date: \_\_\_\_\_ WVDOH Signature: \_\_\_\_\_

**PLEASE BE ADVISED THAT THE HEALTH DEPARTMENT AND THE HIGHWAY DEPARTMENT INFORMATION MUST BE COMPLETED BEFORE THE APPLICATION MAY BE SUBMITTED TO THE PLANNING OFFICE FOR APPROVAL AND A PERMIT AND PLACARD ISSUED.**

This application is required under WV State Code 11-3-3A. It states that any person, corporation, association or other owner of real property shall give notice in writing to the Assessor's Office sixty (60) days after commencement of construction. Any person in violation of 11-3-3A shall be guilty of a misdemeanor and can be fined not less than ten dollars nor more than one hundred dollars.

In addition, this form is used to verify if the property is located in a flood zone. Any property located in a Flood Zone must have a Certification of Elevation completed per FEMA Regulations and the Hardy County Flood Ordinance.

Any person in violation of the State's Health Regulations can also be charged with a misdemeanor and prosecuted by the County's Health Officer. Therefore, before any construction is to start, the permit for a sewer system must be approved by the County's Health Officer.

**THE UNDERSIGNED HEREBY CERTIFIES THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE. I (WE), THE OWNER (S) OF THE PROPERTY ON WHICH THE INTENDED IMPROVEMENTS OR CONSTRUCTION IS TO BE HEREBY INSURE THAT THIS CONSTRUCTION AND INTENDED USE COMPLIES WITH ALL RESTRICTIVE COVENANTS APPLYING TO THE SUBJECT REAL ESTATE. AND, I (WE) AGREE, UNDERSTAND AND ACKNOWLEDGE THAT I (WE) ASSUME FULL RESPONSIBILITY FOR COMPLIANCE WITH ANY SUCH PRIVATE LAND USE COVENANTS AND THAT A VIOLATION THEREOF MAY RESULT IN LEGAL SANCTIONS BY COURT INJUNCTION AND DAMAGES IRRESPECTIVE OF THE ISSUANCE OF THIS PERMIT BY THE HARDY COUNTY COMMISSION.**

**THE UNDERSIGNED ALSO RECOGNIZES THAT HARDY COUNTY IS SUSTAINED BY FARM ACTIVITY AND WILL EXERCISE A RIGHT TO FARM AS OUTLINED IN THE WV STATE CODE:**

*§19-19-4 The conduct of agriculture upon agricultural land shall not be deemed adverse to other use or uses of adjoining or neighboring land, whether such other land be used or occupied for residential, commercial, business or for governmental, or any uses other than agricultural. No complaint or right of action shall be maintained in any court of this state against the owner or operator of agricultural lands adverse to the conduct of agriculture upon agricultural lands, unless:*

- (1) The complainant's use and occupancy of land of the complainant has existed upon his adjoining or neighboring land before the agricultural operation complained of upon the agricultural land; and*
- (2) The conduct of such agricultural operation complained of has caused or will cause actual physical damage to the person or property of the owner or occupant of such adjoining or neighboring lands.*

**Permit Fee:** \_\_\_\_\_ **Paid:**  Cash  Check  Money Order  Fee Waived Reason: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Officer Signature: \_\_\_\_\_ Approval Date: \_\_\_\_\_

**PLEASE INDICATE YOUR PLANS AS DESCRIBED ON THE ATTACHED SKETCH SHEET**