

COUNTY OF MORGAN
STATE OF WEST VIRGINIA
**COMMERCIAL AND INDUSTRIAL
IMPROVEMENT LOCATION PERMIT
PRE-APPLICATION**

1. BUSINESS NAME: _____ DATE of APPLICATION _____

2. OWNER: _____ PHONE: _____

3. DEVELOPER: _____

4. ADDRESS: _____

5. HOME PHONE: _____ WORK PHONE: _____ FAX #: _____

6. NAME of SURVEYOR/ENGINEER: _____ PHONE: _____

7. DISTRICT: _____ TAX MAP _____ PARCEL _____

SITE LOCATION: _____

8. DESCRIPTION of BUSINESS: What Type of Business Are You Planning (Retail, Wholesale, Service)

9. WHAT PRODUCT WILL YOU SELL? _____

10. WHAT TYPE OF BUSINESS OPPORTUNITY? (New, Part-Time, Expansion, Seasonal, Year-Round)

11. HOW MANY CUSTOMERS WILL BE VISITING on the AVERAGE DAY? _____

12. BUILDING DIMENSIONS: _____

13. NO of PARKING SPACES: _____ NO. of HANDICAP SPACES: _____

14. ESTIMATED COSTS: _____ ESTIMATED COMPLETION DATE _____

15. BRIEF DESCRIPTION of TYPE of OPERATION: _____

16. HOW MANY EMPLOYEES WILL BE NEEDED? _____

17. WHAT IS THE ESTIMATED MAXIMUM NUMBER OF EMPLOYEES? _____

18. HOURS OF OPERATION: _____

19. NUMBER of ENTRANCES and EXITS from COUNTY ROUTE: _____

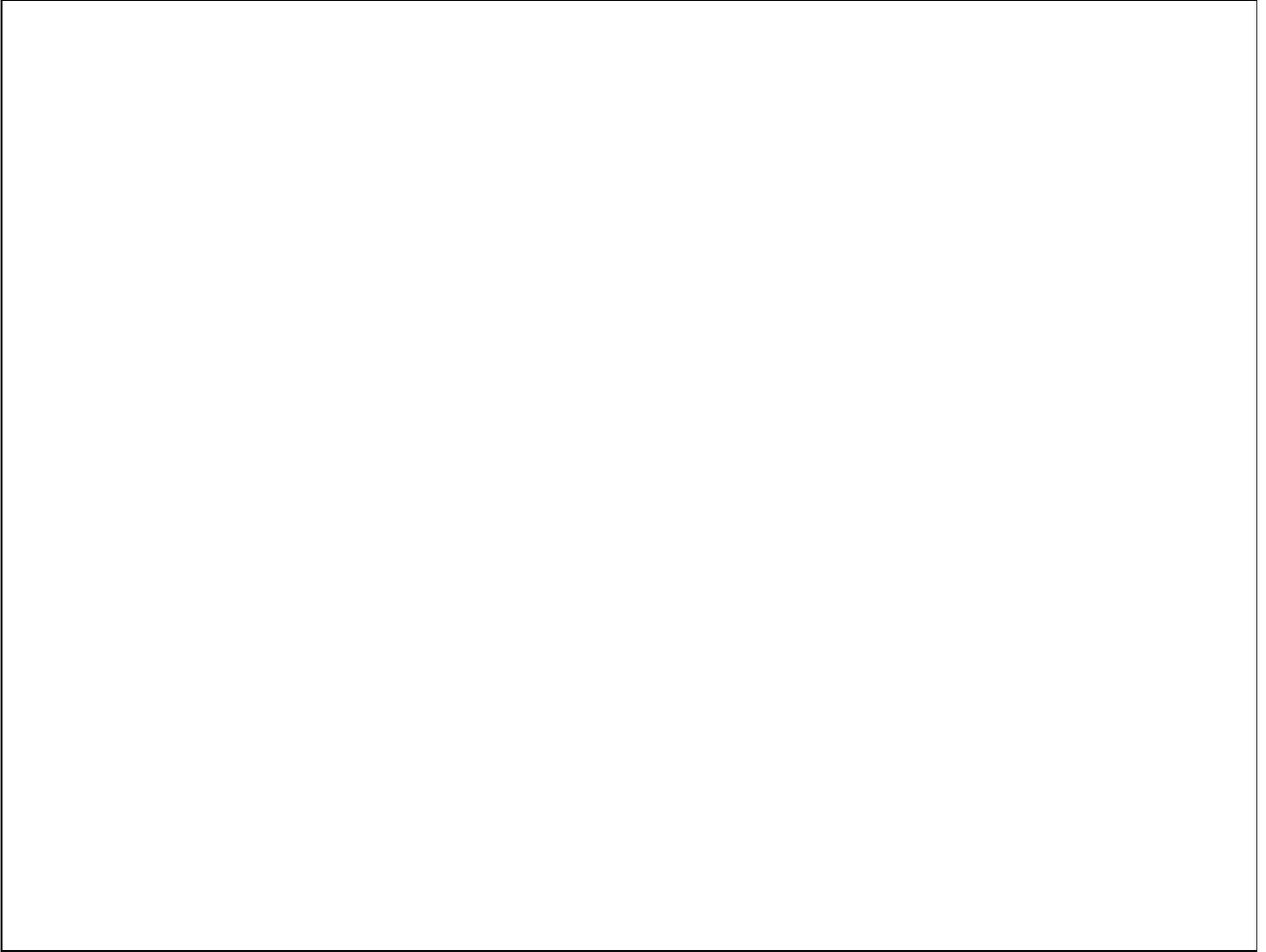
20. IS THERE THE POSSIBILITY OF FUTURE EXPANSION?: _____

NOTE: Written Approval of Water & Sewer is Required.

SIGNATURE of APPLICANT: _____ **DATE:** _____

PLEASE SKETCH THE SITE INCLUDING: (1)Well (2)Central Sewage/Septic System Lines (3)New Building(s) to be Constructed (4)Roadways (5)Existing Structures.

DRAWING OF PROPOSED SITE:



The Section Below to be Completed By Planning Commission Staff:

REQUIRES PLANNING COMMISSION REVIEW: YES _____ NO _____

PLANNING COMMISSION REVIEW DATE: _____

PERMIT OFFICER: _____

**MORGAN COUNTY
COMMERCIAL AND INDUSTRIAL
IMPROVEMENT LOCATION PERMIT
SITE PLAN DATA CHECKLIST**

Section 3.2 Site Plan Format

	Addressed	Not Applicable
1. Landscaping Plan	_____	_____
2. Fencing	_____	_____
3. Exterior Lighting (Location, Height & Lamp Specifications)	_____	_____
4. Interior Roadways and Off Street Parking	_____	_____
5. Pedestrian Walkways and Sidewalks	_____	_____
6. Provisions for Solid Waste Collection	_____	_____
7. Open Space and Recreational Facilities	_____	_____
8. Communication Antennas (TV, Radio, Satellite)	_____	_____
9. Transit/School Bus Waiting Areas	_____	_____
10. Signs (Location, Size, Height, and Design)	_____	_____
11. Proposed Land Uses, Showing Building Locations	_____	_____
12. Location of Material Storage	_____	_____
13. Location of Special Facilities for Refuse Collection, Mail Delivery, etc.	_____	_____
14. Storm Water Management Provisions Sediment Erosion Control	_____	_____
15. Traffic Flow and Control Devices	_____	_____