



DEPARTMENT OF DEVELOPMENT & ZONING

ZONING PERMIT RENEWAL APPLICATION

5111 South Old 3C Highway, Westerville, OH 43082

P: 614.899.0725

www.GenoaTwp.com

Zoning@GenoaTwp.com

#: _____

PROPERTY INFORMATION

Property Owner Name(s):

Street Number:

Street Name:

City:

State: OH

ZIP Code:

Phone Number:

Fax Number:

E-Mail Address:

Lot Size (acres):

Subdivision Name (if any):

Zoning District:

Utilities: ___ Sewer ___ Septic

APPLICANT INFORMATION—If the same as owner, check here:

Name(s) and Firm/Company:

Street Number:

Street Name:

City:

State:

ZIP Code:

Phone Number:

Fax Number:

E-Mail Address:

Are you submitting this application on behalf of the property owner? ___ Yes ___ No

PROJECT INFORMATION - Please include any additional information with your submission in a separate document, if necessary

Zoning Permit Being Renewed: #20____ Issue Date: _____

Type: ___ Residential (New) ___ Residential (Improvement) ___ Non-Residential ___ Sign

___ Change of Use ___ Subdivision ___ Temporary Use ___ Temporary Structure ___ Other: _____

Reason(s) for Renewal:

Proposed changes to existing permit (if any—write n/a if there are none):

By signing this application, I hereby acknowledge the following: I have provided all required submittal materials; the information contained herein is true and correct; all applicable provisions of the Genoa Township Zoning Resolution and any other applicable zoning cases shall be complied with; by signing this application I am acknowledging that I am the owner of the subject property or am an authorized agent and/or representative of the property owner; the Township may take up to thirty (30) days to review this application and issue a Zoning Permit; changes to plans may require a revised permit be obtained; both the requested improvement(s) and the identified property herein may be subject to reasonable inspection(s) by Genoa Township for the purposes of determining and/or verifying zoning compliance; I am authorizing said inspection(s); Genoa Township may request or require additional information to verify zoning compliance, including foundation survey(s) and/or As-Built survey(s); approval of a submission containing architectural designs does not necessarily constitute approval of said designs; and this application may be rejected and returned, or denied, if found to be administratively incomplete and/or not in compliance with the Genoa Township Zoning Resolution.

Printed Name(s) of Applicant(s)

Signature(s) of Applicant(s)

Date: _____

NOTE: If the property owner(s) is/are not the official applicant(s) of record, they must also sign the application.*

Printed Name(s) of Property Owner(s)

Signature(s) of Property Owner(s)

Date: _____

* _____ ***Documentation proving the applicant has the permission of the property owner(s) to submit this application and/or has a legal interest in the subject property(ies) has been submitted in lieu of the signature(s) of the property owner(s).***

PLEASE DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Date Received: _____ Received By: _____ Payment Type: _____ Check No.: _____ Amount: _____

Application Complete? ___ Yes ___ No Staff Completing Review: _____

NOTES: _____

GENOA TOWNSHIP - ZONING PERMIT RENEWAL APPLICATION SUBMISSION CHECKLIST AND GUIDELINES

This document is for reference purposes only. Please do not submit it with your application. The township reserves the right to request additional information in order to verify zoning compliance.

CHECKLIST—The following items must be submitted:

1. **Completed Application Form:** Please completely fill out, sign, and date the application form. Submission of an incomplete application may delay review and/or issuance of the renewed zoning permit.
2. **Fee (per current fee schedule):** Fees must be paid at the time the application is submitted. Only checks (made payable to Genoa Township) or credit cards are accepted. Credit cards must be presented in person at the Administrative Office, information cannot be taken over the phone.

The following items are only required if any revisions to the original approval are proposed:

1. **Site Plan/Plot Plan (one copy, no larger than 11" x 17") drawn to scale, showing:**
 - a. Shape and dimensions of lot with front, rear, and side yard dimensions shown.
 - b. Exact size, location, and dimensions of the improvement/use
 - c. Distance from proposed building to the front, rear, and side property lines (setbacks).
 - d. The area (in square feet) of the proposed improvement/use
 - e. Proposed means of access, where applicable; driveway location, distance to property line.
 - f. Site plans drawn on a copy of a lot survey typically work best.
2. **Soil and Water Approval (one copy):** In order to protect drainage, any proposed construction within a drainage easement must be approved by the Delaware Soil and Water Conservation District. A copy of their approval letter needs to be submitted with the application form
3. **Health District Approval for parcels with on-site waste treatment systems (one copy):** In order to protect septic systems, any application pertaining to a lot with a septic system requires review of the project by the Delaware General Health District. A copy of their approval letter needs to be submitted with the application form. This requirement does not apply to lots serviced by public sewer.

WHERE TO FIND INFORMATION:

- The Genoa Township Zoning Resolution can be viewed online at: www.GenoaTwp.com/ZoningDocs.
- Site plans/lot surveys may be available from the Development and Zoning Department, www.GenoaTwp.com/Archive or 614.899.0725. Public record reproduction fees may apply.
- Recorded plat maps, subdivision information, square footage of parcels/lots and some buildings, as well as zoning district classification are available on the Delaware County Auditor's website, www.delco-gis.org/auditor. The Measurement feature under Tools is helpful in calculating lot coverage.
- Recorded Deed Restrictions and Covenants are available for review on the Delaware County Recorder's website, recorder.co.delaware.oh.us. Private restrictions are not enforced by the Township.

ORGANIZATION	WEBSITE	PHONE NUMBER
Genoa Township Fire Marshal	www.GenoaTwp.com/Fire	614.568.2040
Delaware County Building Safety	buildingsafety.co.delaware.oh.us	740.833.2200
Delaware Public Health District	www.delawarehealth.org	740.368.1700
Ohio Utilities Protection Service (OUPS)	www.oups.org	800.362.2764 or 811
Delaware Soil and Water District	soilandwater.co.delaware.oh.us	740.368.1921
Delaware Regional Sewer District	regionalsewer.co.delaware.oh.us	740.833.2240

Questions? Please contact the Development and Zoning office at 614.899.0725 or Zoning@GenoaTwp.com.