



DEPARTMENT OF DEVELOPMENT & ZONING

CHANGE OF USE APPLICATION

5111 South Old 3C Highway, Westerville, OH 43082

P: 614.899.0725

www.GenoaTwp.com

Zoning@GenoaTwp.com

#: \_\_\_\_\_

LOCATION INFORMATION

Property Owner Name(s):
Street Number: Street Name: Suite:
City: State: OH ZIP Code:
Phone Number: Fax Number:
E-Mail Address:
Lot Size (acres): Development Name (if any):
Zoning District: Existing Use:

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

Name:
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

BUSINESS INFORMATION

Business Name:
Primary/Emergency Contact Name and Position:
Phone Number: Fax Number:
E-Mail Address:
Total Number of Employees - Full Time: \_\_\_ Part-Time: \_\_\_ Seasonal: \_\_\_ Total at this Location: \_\_\_
Hours of Operation: \_\_\_\_\_
Proposed Use (from Zoning Resolution): \_\_\_\_\_ NAICS Classification(s): \_\_\_\_\_
Description of Activities - attach supplemental materials if necessary:

By signing this application, I hereby acknowledge: 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 approvals shall be complied with; 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 uses(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); that alteration, expansion, supplementation, or replacement of said use may require additional approvals be applied for and obtained; Genoa Township may request or require additional information to verify zoning compliance; 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 Signature
Date: \_\_\_\_\_

EFFECTIVE: 2/1/23

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

## GENOA TOWNSHIP - CHANGE OF USE 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.*

When a business wishes to locate in Genoa Township, or relocate into an existing building or space, a Change of Use Permit is required prior to taking occupancy. The purpose of a Change of Use Permit is to ensure the business/proposed use is compliant with Township zoning standards and permitted at the proposed location. The final determination of zoning compliance, as well as enforcement of any other pertinent zoning regulations, is the responsibility of the Genoa Township Development and Zoning Department.

If exterior changes are proposed to an existing building or site (expansions, alterations, signs) a separate zoning permit application will need to be submitted to the Development and Zoning Department for review and approval. If the building or space is located within a planned zoning district, an application to amend the Final Development Plan may also need to be applied for and subsequently reviewed through the Final Development amendment process before a zoning permit can be issued.

**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 zoning permit.
2. **Use Narrative:** A written description of the proposed use that includes as much detail as possible. Supplemental materials such as: the URL of a company website, illustrations, pictures, diagrams, plans, copies of licenses, brochures, lists of services and/or items offered, etc. may be helpful. All submitted documents must be 11" x 17" or less in size.

### **WHERE TO FIND INFORMATION:**

- The Genoa Township Zoning Resolution can be viewed online at: [www.GenoaTwp.com/ZoningDocs](http://www.GenoaTwp.com/ZoningDocs).
- Development/site plans and/or lot surveys may be available from the Development and Zoning Department, at [www.GenoaTwp.com/Archive](http://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](http://www.delco-gis.org/auditor).
- Recorded Deed Restrictions and Covenants are available for review on the Delaware County Recorder's website, [recorder.co.delaware.oh.us](http://recorder.co.delaware.oh.us). Private restrictions are not enforced by the Township.
- Building permits are obtained from the Delaware Co. Dept. of Building Safety office (see contact below).
- Fire code is enforced by the Genoa Township Fire Marshal (see contact below).

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

### **CONTACT INFORMATION:**

Questions? Please contact the Development and Zoning office at 614.899.0725 or [Zoning@GenoaTwp.com](mailto:Zoning@GenoaTwp.com).