



DEPARTMENT OF DEVELOPMENT & ZONING

CONDITIONAL USE 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:

Parcel Identification Number (PIN):

Lot Size (acres):

Subdivision Name (if any):

Zoning District:

Present Use:

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:

REPRESENTATIVE INFORMATION—If the same as applicant, check here:

Name(s) and Firm/Company:

Street Number:

Street Name:

City:

State:

ZIP Code:

Phone Number:

Fax Number:

E-Mail Address:

CONDITIONAL USE REQUEST

Proposed Conditional Use (as defined in the Genoa Township Zoning Resolution, please cite section number):

Description of Use:

By signing this application, I hereby acknowledge the following: I am requesting a Conditional Use in accordance with Sections 302 - 305 of the Genoa Township Zoning Resolution; I have provided all required submittal materials; the information contained herein, as well as all supplemental materials being submitted, is true and correct; all applicable provisions of the Genoa Township Zoning Resolution and any other applicable zoning cases shall be complied with; I have a legitimate and verifiable interest in the property; the Board of Zoning Appeals (BZA) will schedule a public hearing to consider my application; I am responsible for supplying necessary evidence to support my request; 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); that alteration, expansion, supplementation, or replacement of said may require additional approvals be applied for and obtained; 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 and/or any other applicable rules or bylaws adopted by the Genoa Township Board of Zoning Appeals.

\_\_\_\_\_  
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: \_\_\_\_\_

Board of Zoning Appeals Action: \_\_\_ Approved \_\_\_ Denied Date of Action: \_\_\_\_\_

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CONDITIONAL USE QUESTIONNAIRE FORM

Specific conditions established by the Genoa Township Zoning Resolution for certain uses must be evaluated by the Board of Zoning Appeals before a request can be granted. Please list each required condition, including section number, as listed in the Resolution, and provide a response, supported by facts, that demonstrates how your proposal meets or satisfies applicable conditions. Attach additional sheets to provide additional information, if necessary.

1. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

2. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

3. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

4. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

5. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

6. CONDITION: \_\_\_\_\_

RESPONSE: \_\_\_\_\_

## GENOA TOWNSHIP - CONDITIONAL USE APPLICATION SUBMISSION CHECKLIST AND GUIDELINES

*This document is for reference purposes only. Please do not submit it with your application. Additional information may be required by the Zoning Resolution.*

**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 processing.
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.
3. **Completed Questionnaire:** Please completely fill out the form. This information will be utilized by the Board of Zoning Appeals when rendering a decision on your request. Applications submitted without a completed questionnaire may be considered incomplete and denied.
4. **Copies of Plans and Materials:** 10 copies of all submitted materials (exclusive of the application itself); including any necessary narratives, plans, photographs, illustrations, supporting documents, etc. which illustrate the location of: any buildings, parking and loading areas, traffic access, drives, open spaces, landscaping, utilities, signs, yards, and service areas. Information pertaining to the economic, noise, glare, and/or odor effects of the requested use on adjacent properties should also be included.
5. **List of Names and Mailing Envelopes:** In order to mail legally required public hearing notifications to property owners whom may be affected by your request, a list of names and addresses of all property owners contiguous to, and across the street from, the property for which the variance is requested must be included as well as a set of addressed plain, white business size envelopes, with postage, for the names on said list.

NOTE: Proof of approval from a homeowner's or condominium association is not a submission requirement; however, the Township strongly advises applicants consult with said agency prior to making a submission.

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

- The Genoa Township Zoning Resolution can be viewed online at: [www.GenoaTwp.com/ZoningDocs](http://www.GenoaTwp.com/ZoningDocs).
- Site plans and/or lot surveys may be available from the Development and Zoning Department, [www.GenoaTwp.com/Archive](http://www.GenoaTwp.com/Archive) or 614.899.0725. Public record reproduction fees may apply.
- Addresses of contiguous properties, recorded plat maps, subdivision information, square footage of parcels/lots and 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). 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](http://recorder.co.delaware.oh.us). Private restrictions are not enforced by the Township.

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
Delaware County Engineer	<a href="http://engineer.co.delaware.oh.us">engineer.co.delaware.oh.us</a>	740.833.2400

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