



DEPARTMENT OF DEVELOPMENT & ZONING

FINAL DEVELOPMENT PLAN 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):

Address or Parcel Number(s):

City: State: OH ZIP Code:

Phone Number: Fax Number:

E-Mail Address:

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:

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

PROJECT INFORMATION

Type: \_\_\_ Original Plan Submission \_\_\_ Amendment to an Approved Plan

Name of Project/Development:

Zoning District(s):

Existing Use(s):

Proposed Use(s):

Gross Acreage: RESIDENTIAL
Gross Acreage (minus Right-of-Ways): Number of Proposed Units:
Net Developable Acreage: Number of Proposed Lots (Buildable):
Net Density: Number of Phases/Sections:
Proposed Open Space (Acres and %): NON-RESIDENTIAL
Proposed Common Open Space (Acres and %): Building Size (Square Feet):

By signing this application, I hereby acknowledge: I have provided all required and applicable fees, materials, plans, and documentation, as well as the proper number of copies of each as further detailed in the Zoning Fee Schedule and Article 27 of the Genoa Township Zoning Resolution; the information contained herein, as well as on 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 unless relief is otherwise requested and granted; the subject request may require review by other governmental agencies; zoning permits will need to be obtained to construct any building or structure on the subject property; I have a legitimate and verifiable interest in the property; both the requested development(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); 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 Zoning Commission or Board of Trustees.

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

Zoning Commission Action: \_\_\_ Major Amendment \_\_\_ Minor Amendment Date of Action: \_\_\_\_\_

\_\_\_ Approved \_\_\_ Denied Date of Action: \_\_\_\_\_

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

Board of Trustees Action: \_\_\_ Approved \_\_\_ Denied Date of Action: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## GENOA TOWNSHIP - FINAL DEVELOPMENT PLAN APPLICATION SUBMISSION CHECKLIST AND GUIDELINES

*This document is for reference purposes only. Please do not submit it with your application. Additional materials may be required by the Zoning Resolution. This document is for reference purposes only. 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 processing.
2. **Township Fee (per current fee schedule):** Fees must be paid at the time the application is submitted. Checks should be made payable to Genoa Township. Credit card information cannot be taken over the phone.
3. **Plans and Materials:** 10 copies of all materials required for submission as further specified in the Genoa Township Zoning Resolution. New sets will need to be submitted with each revision. NOTE: Only 6 copies of said materials are required for the Trustees hearing (if necessary).
4. **Digital Copy:** A CD or flash drive containing digital copies of said materials (in a commonly used file format such as PDF or JPEG). A new CD/flash drive will need to be submitted with each revision.
5. **List of Names and Mailing Envelopes:** In order to mail legally required public hearing notifications to property owners which may be affected by your request, a list of names and addresses of all property owners within 500-feet of the subject property(ies) must be included as well as a set of addressed plain, white business size envelopes, with postage, for the names on said list. NOTE: A duplicate set of envelopes will also be required for the Trustees hearing (if necessary).

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

- The Genoa Township Zoning Resolution and the Genoa Township Comprehensive Plan can both be viewed online at: [www.GenoaTwp.com/ZoningDocs](http://www.GenoaTwp.com/ZoningDocs).
- Public records are may be available at [www.Genoatwp.com/Archive](http://www.Genoatwp.com/Archive) or by contacting the Development and Zoning Department at 614.899.0725. Public record reproduction fees may apply.
- Addresses of properties within 500-feet, 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).

### **CONTACT INFORMATION:**

ORGANIZATION	WEBSITE	PHONE NUMBER
Delaware Co. Regional Planning (DCRPC)	<a href="http://www.dcrpc.org">www.dcrpc.org</a>	740.833.2260
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).