



DEPARTMENT OF DEVELOPMENT & ZONING

NON-RESIDENTIAL 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: Existing 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:

BUSINESS 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:

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

Type: \_\_\_ New Building \_\_\_ Addition \_\_\_ Accessory Building \_\_\_ Accessory Structure \_\_\_ Other: \_\_\_\_\_

Total Sq. Ft.: \_\_\_\_\_
Dimensions: \_\_\_\_\_
Height\*: \_\_\_\_\_
Use: \_\_\_\_\_
\*Measured from the avg. elevation of the finished grade at the front of the building
Proposed Distance(s) from Property Lines (Setbacks):
Front Yard: \_\_\_\_\_ Side Yard, Right: \_\_\_\_\_
Rear Yard: \_\_\_\_\_ Side Yard, Left: \_\_\_\_\_
Setback from Other Buildings (if applicable): \_\_\_\_\_
Number of Parking Spaces (Existing) \_\_\_\_\_
Number of Parking Spaces (Proposed) \_\_\_\_\_
Total Number of Parking Spaces \_\_\_\_\_
Lot/Tract Size \_\_\_\_\_ Sq. Ft.
Number of acres multiplied by 43,560
Principal Bldg(s): \_\_\_\_\_ Sq. Ft.
Accessory Bldg(s): \_\_\_\_\_ Sq. Ft.
Subtotal: \_\_\_\_\_ Sq. Ft.
Bldg. Coverage \_\_\_\_\_ %
Subtotal divided by Lot Size, multiplied by 100
Impervious Surface(s): \_\_\_\_\_ Sq. Ft.
Total: \_\_\_\_\_ Sq. Ft.
Subtotal plus Impervious Surface(s)
Lot Coverage \_\_\_\_\_ %
Total divided by Lot Size, multiplied by 100

EFFECTIVE: 2/1/23

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 have a legitimate and verifiable interest in the property; the Township may take up 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

## GENOA TOWNSHIP - NON-RESIDENTIAL 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 zoning permit.
2. **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 existing and proposed buildings and structures.
  - c. Distance from proposed building to the front, rear, and side property lines (setbacks).
  - d. The area (in square feet) of the proposed building.
  - 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.
3. **Building Elevation Drawing(s):** At minimum, a drawing of the front building elevation with proposed building height(s) measured and labeled per the methodology set forth in the Zoning Resolution.
4. **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.
5. **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.
6. **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 Public 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:**

- Certified addresses can be obtained from the Delaware County Map Room - 740.833.2450
- The Genoa Township Zoning Resolution can be viewed online at: [www.GenoaTwp.com/ZoningDocs](http://www.GenoaTwp.com/ZoningDocs).
- Site plans/lot surveys 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.
- 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). The Measurement feature under Tools is helpful in calculating lot coverage.
- Recorded Deed Restrictions and Covenants are available for review on the Delaware County Recorders 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).