



DEPARTMENT OF DEVELOPMENT & ZONING

SIGN 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: 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:

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

PROJECT INFORMATION - Please attach additional information, as needed.

Permit Type: ___ Permanent ___ Temporary = ___ days

Lot/Tract Road Frontage Measurement: _____ feet

Sign Type(s) (per Zoning Resolution): _____

Total Square Footage: _____ Message Area (sq. ft.): _____ Height: _____ Projection Distance: _____

Vertical Clearance: _____ Internal Illumination: _____ External Illumination: _____ # of Sign(s): _____

Additional Information:

Proposed Distance(s) from Property Lines (Setbacks) and Other Info:

Front Yard: _____ Side Yard, Right: _____

Rear Yard: _____ Side Yard, Left: _____

For ground monument and wall signs only—square footage and percentage of area of said sign to be dedicated to changeable copy and/or an electronic message center, if applicable:

_____ sq. ft. _____ %

Bonus Provisions Claimed - if applicable:

1. Lot/Tract Size = _____ %

2. Width of Right-of-Way = _____ %

3. Speed Limit of Road = _____ %

4. Height of Bldg. (if sign is attached) = _____ %

5. Sq. ft. of Bldg. on Site = _____ %

6. Sq. ft. of façade of Bldg. = _____ %

TOTAL PERCENTAGE BONUS CLAIMED: _____ %

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; 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 - SIGN 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 signs.
 - c. Distance from the proposed sign to the front, rear, and side property lines (setbacks) - if applicable.
 - d. Show the location of the sign in relationship to buildings and/or other structures on the property.
 - e. Site plans drawn on a copy of a lot survey or site plan typically work best.
3. **Sign graphic (one copy, no larger than 11" x 17") drawing showing:**
 - a. The proposed design.
 - b. The dimension of the proposed sign.
 - c. The area of the sign in square feet.
 - d. The method of illumination.
4. **Fee (per the 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. **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.

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.
- Site plans/lot surveys may be available at 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. 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 General 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.