



DEPARTMENT OF DEVELOPMENT & ZONING

SITE WALK REQUEST

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:

REQUESTOR 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 requestor, 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

ADDITIONAL INFORMATION (ATTACH ADDITIONAL PAGES, IF NECESSARY)

Requested Date of Site Walk (see Zoning Commission Schedule for potential dates): _____

Reason for Request and/or Project Information:

Multiple horizontal lines for providing details on the reason for the request.

By signing this form, I hereby acknowledge: I am requesting that the Zoning Commission hold a public site walk (aka walkabout) meeting, pursuant to Section 2702.01.B of the Genoa Township Zoning Resolution, as may be amended, on the property specified on this form; public notice for the meeting will be issued by Genoa Township; said property may be parked upon, entered, and inspected by the Zoning Commission, Genoa Township staff, other governmental officials, news media, and/or members of the general public during the course of said meeting; I may be liable and responsible for the conditions of the property and the safety of site walk attendees during the meeting; I have provided all required applicable fees, materials, plans, and documentation, as well as the proper number of copies of each as may be required by 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; any materials or information I provide is public record and cannot be kept confidential; the Zoning Commission reserves the right to schedule the site walk on a day (or at a time) other than the date/time requested so long as it is agreeable to the property owner; the Zoning Commission may provide non-binding commentary or concerns during the site walk meeting; the Zoning Commission will not approve or pre-approve any potential proposal, or component thereof during the site walk meeting; I may be asked to answer questions about the property and/or my proposal during the site walk meeting; I have a legitimate and verifiable interest in the property; and this request may be rejected and returned 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.

Printed Name(s) of Requestor(s)

Signature(s) of Requestor(s)

Date: _____

NOTE: If the property owner(s) is/are not the official requestor(s) of record, they must also sign this form.

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: _____

Form Complete? Yes No Staff Completing Review: _____

Scheduled Date and Time of Site Walk: _____

NOTES: _____

GENOA TOWNSHIP - SITE WALK REQUEST CHECKLIST AND GUIDELINES

This document is for reference purposes only. Please do not submit it with your application.

CHECKLIST—The following items must be submitted:

1. **Completed Form:** Please completely fill out, sign, and date the form. Submission of an incomplete form may delay processing.
2. **Township 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.

OPTIONAL

Submittal of an existing conditions plan, a conceptual site plan, and/or other similar types of drawings/exhibits/information is optional. If such materials are submitted, please provide digital copies of them, in a commonly used file format such as PDF or JPEG on a CD or flash drive.

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.
- Public records are may be available at www.GenoaTwp.com/Archive or by contacting the Genoa Township Development and Zoning Department at 614.899.0725. Public record reproduction fees may apply.

CONTACT INFORMATION:

ORGANIZATION	WEBSITE	PHONE NUMBER
Delaware Co. Regional Planning (DCRPC)	www.dcrpc.org	740.833.2260
Genoa Township Fire Marshal	www.GenoaTwp.com/Fire	614.568.2040
Delaware County Building Safety	buildingsafety.co.delaware.oh.us	740.833.2200
Delaware Public 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
Delaware County Engineer	engineer.co.delaware.oh.us	740.833.2400

Questions? Please contact the Development and Zoning office at 614.899.0725 or Zoning@GenoaTwp.com.