

Article X

Zoning Permits and Certificates of Zoning Compliance

No person shall establish or change any use of land nor locate, erect, construct, reconstruct, enlarge or structurally alter any building or structure within Genoa Township without first obtaining a zoning permit. No zoning permit shall be issued unless the plans for the proposed building or structure or use of land fully comply with the provisions of this Resolution, unless the Zoning Inspector receives a written order from the Board of Zoning Appeals deciding an appeal, a variance, or conditional use. A zoning permit shall be required for all dwellings, all principal structures and uses, all accessory structures, all accessory uses, and all temporary uses unless otherwise specified. A zoning permit shall not be required for the use of land for agricultural purposes, for buildings or structures exclusively used for agricultural purposes, or for structures, not including buildings, required in the provision of essential services.

Section 1001 Application for Zoning Permit

All zoning permit applications can be obtained from the Zoning Department and shall be filled out completely and then submitted with the following required information:

- 1001.01 Name, address, and phone number of applicant.
- 1001.02 Date of application.
- 1001.03 Name, address, and phone number of property owner.
- 1001.04 Name, address, and phone number of the person to contact regarding information provided on the zoning permit application.
- 1001.05 A certified address, the name of the subdivision and the lot number, or other information necessary to establish the location of the lot.
- 1001.06 A plot plan or site plan must be provided, drawn to scale and no larger than 8½" x 14", showing the actual shape and dimensions of the property with front, rear, and side yard dimensions; the location and dimensions of existing structures and proposed structures or alterations; and any additional information required by the Zoning Officer.
- 1001.07 The number of proposed dwelling units and the total residential floor area for each dwelling unit.
- 1001.08 A permit from the Delaware County Health Department or Ohio Environmental Protection Agency for on-site wastewater disposal, where applicable, illustrating the location of primary and secondary leaching field locations or proposed sanitary sewer hook ups and storm water inlets.

- 1001.09 The proposed means of access, parking plan and number and location of proposed off-street parking spaces.
- 1001.10 A detailed landscaping plan for a planned development district or a plan for screening, when applicable.
- 1001.11 A statement by the applicant attesting to the truth and exactness of all information supplied on the application.
- 1001.12 A zoning permit is valid for 12 months from the date the zoning permit is issued unless otherwise stated on the zoning permit at the time of issuance. If work has not been completed during this time frame, the zoning permit shall expire and no further work as described in the expired permit shall proceed unless and until a new zoning permit has been obtained. A Certificate of Zoning Compliance or a Temporary Certificate of Zoning Compliance must be obtained prior to the 12-month zoning permit expiration and will not be issued on any expired zoning permit.
- 1001.13 Such other information as may be necessary to determine conformance with this Resolution.
- 1001.14 A fee as established by the Township Trustees.

Section 1002 Processing of Permit

- 1002.01 Within thirty (30) days after the receipt of an application, except as provided in subsection 1002.02, the Zoning Department shall either approve or disapprove the application in conformance with the provisions of this Resolution. If the application is approved, the Zoning Inspector or other authorized Zoning Department personnel shall issue a zoning permit. The applicant will receive either an original signed copy of an approved or notice that the application was disapproved. The original application shall be retained by the Zoning Department on file.
- 1002.02 In the event an application involves land within three hundred (300) feet of the centerline of a proposed new highway or a highway for which changes are proposed as described in the certification of local officials by the Director of the Ohio Department of Transportation or any land within a radius of five hundred (500) feet from the point of intersection of said centerline with any public road or highway, the Zoning Inspector shall give notice by registered mail to the Director of the Ohio Department of Transportation that he shall not issue a zoning permit for one hundred twenty (120) days from the date the notice is received by the Director of the Ohio Department of Transportation. If the Director of the Ohio Department of Transportation notifies the Zoning Inspector that he shall proceed to acquire the land needed, then the Zoning Inspector shall refuse to issue the

zoning permit. If the Director of the Ohio Department of Transportation notifies the Zoning Inspector that acquisition at this time is not in the public interest or upon the expiration of the one hundred twenty (120) day period or any extension thereof agreed upon by the Director of the Ohio Department of Transportation and the property owner, the Zoning Inspector shall, if the application is in conformance with all provisions of this Resolution, issue the zoning permit.

Section 1003 Certificate of Zoning Compliance

1003.01 It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed in ownership, converted in use, or wholly or partly altered or enlarged in its use or structure until a Certificate of Zoning Compliance or a Temporary Certificate of Zoning Compliance is issued thereof by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of this Resolution. Submission of additional information shall be required, including, certified pin location surveys, foundation surveys and mortgage location surveys when requested by the Zoning Department for ascertaining verification of zoning compliance.

1003.02 A temporary certificate of Zoning Compliance may be issued by the Zoning Inspector for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion.

Section 1004 Record of Zoning Permits and Certificates of Zoning Compliance

The Zoning Inspector shall maintain a record of all zoning permits and Certificates of Zoning Compliance and copies shall be furnished upon request to any person.

Section 1005 Failure to Obtain a Zoning Permit or Certificate of Zoning Compliance

A late application fee, as established by the Township Trustees, shall be submitted with an application for a zoning permit, Certificate of Zoning Compliance or Temporary Certificate of Zoning Compliance in those instances when the work, use or occupancy has commenced prior to the filing of such application. In addition, failure to obtain a zoning permit or Certificate of Zoning Compliance shall be deemed a violation of this Resolution and further punishable under Article XIII of this Resolution.

Section 1006 Construction and Use to Be as Provided in Applications, Plans, Permits, and Certificates

Zoning permits or Certificates of Zoning Compliance issued on the basis of plans and applications approved by the Zoning Inspector authorize only the use and arrangement set forth in such approved plans and applications or amendments thereto, and no other use, arrangement, or construction. An immediate late application fee will be applied for failure to file an amendment if plans are altered after issuance of an approved zoning permit. In

addition, any use, arrangement, or construction contrary to that authorized shall be deemed a violation of this Resolution, and further punishable as provided in Article XIII this Resolution.