

It is important that you have the following items with you when applying for any zoning permit:

1. **A completely filled out application.**
2. **A plot plan with actual lot dimensions clearly visible and the proposed structure drawn on the plan.**
3. **All permit fees.**

PLEASE SUBMIT THE FOLLOWING AS STATED IN SECTION 1001 OF THE GENOA TOWNSHIP ZONING CODE WHEN APPLYING FOR A ZONING PERMIT FOR A NEW SINGLE FAMILY HOME. INFORMATION IN BLUE LETTERING HAS BEEN ADDED AT THE END OF EACH SECTION FOR CLARIFICATION AND IS NOT PART OF THE GENOA TOWNSHIP ZONING CODE.

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. **(THIS IS REQUIRED FOR ALL LOTS THAT ARE NOT IN A PLANNED DISTRICT SUBDIVISION.)**
- 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. **(THIS MUST BE DRAWN TO SCALE & MUST SHOW ALL SETBACKS)**
- 1001.07 The number of proposed dwelling units and the total residential floor area for each dwelling unit. **(YOU MUST FILL IN 1ST & 2ND FLOOR, AND GARAGE SQUARE FOOTAGES ON EACH ZONING PERMIT APPLICATION. ALSO INCLUDE BUILDING HEIGHT)**
- 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. **(IF NOT CONNECTING TO SEWER, YOU MUST HAVE A COPY OF SEPTIC PERMIT FROM DELAWARE COUNTY HEALTH DEPARTMENT.)**
- 1001.09 The proposed means of access, parking plan and number and location of proposed off-street parking spaces. **(YOU MUST SHOW PROPOSED DRIVEWAY LOCATION WITH WIDTH)**

DIMENSIONS ON EVERY PLOT PLAN. DRIVEWAYS MUST COMPLY WITH [SECTION 539 OF THE GENOA TOWNSHIP ZONING CODE](#). DRIVEWAY PERMITS ARE ISSUED THROUGH DELAWARE COUNTY.)

- 1001.10 A detailed landscaping plan for a planned development district or a plan for screening, when applicable. [\(LOT MUST BE SEEDED OR HAVE SOD LAID TO OBTAIN FINAL CERTIFICATE OF COMPLIANCE\)](#)
- 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. [\(A FOUNDATION LOCATION SURVEY IS REQUIRED WHEN CONSTRUCTION IS PROPOSED WITHIN ONE \(1\) FOOT OF THE MINIMUM FRONT, REAR OR SIDE SETBACKS. SURVEY MUST BE RECEIVED WHEN FOUNDATION IS COMPLETE AND BEFORE FRAMING BEGINS.\)](#)
- 1001.14 A fee as established by the Township Trustees