



DEPARTMENT OF DEVELOPMENT & ZONING

ADMINISTRATIVE APPEAL 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:

ZIP Code:

Phone Number: ( )

Fax Number: ( )

E-Mail Address:

Lot Size (acres):

Subdivision Name (if any):

Zoning District:

Present Use:

APPLICANT/REPRESENTATIVE 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:

ADDITIONAL INFORMATION - Attach supplemental documents, if necessary

Date the Interpretation, Action, and/or Decision Being Appealed Was Made: \_\_\_\_\_

Please fill out the Administrative Appeal Questionnaire Form. Applications submitted without one or more questionnaire forms may be considered incomplete or may be denied by the Board of Zoning Appeals.

I hereby acknowledge the following: that I am appealing an interpretation and/or administrative action of the Development and Zoning office in accordance with Section 1105; said decision occurred within the past 20 days of the date of this application; submission of this application grants a stay on all proceedings in furtherance of the action appealed unless action is taken in accordance with Section 1105.02 and the applicant is notified; that I have provided all required submittal materials; that the information contained herein, as well as all supplemental materials being submitted is true and correct; that all applicable provisions of the Genoa Township Zoning Resolution and any other applicable zoning cases shall be complied with; I am the owner of the subject property or am an authorized agent and/or representative of the property owner; that the Board of Zoning Appeals (BZA) will schedule a public hearing; that I am responsible for supplying necessary evidence to support my request; and that 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)

Signature(s)

Date: \_\_\_\_\_

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: \_\_\_\_\_

Board of Zoning Appeals Action: \_\_\_ Approved \_\_\_ Denied Date of Action: \_\_\_\_\_

NOTES: \_\_\_\_\_



## GENOA TOWNSHIP - ADMINISTRATIVE APPEAL APPLICATION SUBMISSION 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 Application Form:** Please completely fill out, sign, and date the application form. Submission of an incomplete application may delay processing.
2. **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.
3. **Completed Questionnaire:** Please completely fill out the questionnaire thoroughly. This information will be utilized by the Board of Zoning Appeals when rendering a decision on your request. Applications submitted without a completed questionnaire may be considered incomplete or may be denied.
4. **Copies of Plans and Materials:** 10 copies of all submitted materials (exclusive of the application itself); including documentation of the decision being appealed and any necessary narratives, plans, photographs, illustrations, supporting documents, etc.
5. **List of Names and Mailing Envelopes:** In order to mail legally required public hearing notifications to property owners which may be affected by your request, a list of names and addresses of all property owners contiguous to, and across the street from, the property for which the variance is requested must be included as well as a set of addressed plain, white business size envelopes, with postage, for the names on said list.

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](http://www.GenoaTwp.com/ZoningDocs).
- Site plans and/or lot surveys may be available from the Development and Zoning Department, [www.GenoaTwp.com/WebSearch](http://www.GenoaTwp.com/WebSearch) or 614.899.0725. Public record reproduction fees may apply.
- Addresses of contiguous properties, 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 Recorder's website, [recorder.co.delaware.oh.us](http://recorder.co.delaware.oh.us). Private restrictions are not enforced by the Township.

### **CONTACT INFORMATION:**

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 Code Compliance	<a href="http://codecompliance.co.delaware.oh.us">codecompliance.co.delaware.oh.us</a>	740.833.2200
Delaware General Health District	<a href="http://www.delawarehealth.org">www.delawarehealth.org</a>	740.368.2300
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).