



DEPARTMENT OF DEVELOPMENT & ZONING

CERTIFICATE OF COMPLIANCE APPLICATION

5111 South Old 3C Highway, Westerville, OH 43082

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Zoning@GenoaTwp.com

Before any building may be occupied and/or utilized, it is necessary for the Development and Zoning Department to verify that the structure is built in accordance with the Zoning Resolution and the approved zoning permit. A Certificate of Zoning Compliance is required by Article 1, Section 115.03.

At least forty-eight (48) hours prior to the desired use or occupancy date and before the zoning permit's date of expiration; present this completed form and "As-built" survey to the Development and Zoning Department. Receipt of this form and "As-built" survey will automatically trigger our drive-by inspection for Final Zoning Compliance.

Every final "As-built" survey must show front, rear and side setback dimensions as well as driveway dimensions and pavement setback. If construction was completed in accordance with the approved zoning permit, a Certification of Zoning Compliance (COC) will be issued. However, if any compliance item is not complete, a Temporary Certificate of Zoning Compliance will be issued. The Temporary COC will allow use/occupancy, for a period not to exceed six (6) months, pending resolution of the unfinished compliance items. Once the outstanding items are complete the Zoning Inspector, or his/her designee, must be notified so an additional inspection can be conducted to verify compliance.

Form with fields: Date, Zoning Permit #, Name and/or Company, Property Address, Subdivision, Lot #, Phone #, Email Address, Applicant Name, Applicant Signature

FOLLOWING SECTION TO BE COMPLETED BY THE DEVELOPMENT AND ZONING DEPARTMENT

Table with 3 columns (YES, NO, N/A) and 8 rows of compliance items: 1. Address posted on both sides of mailbox, 2. Sidewalks complete, 3. Downspout drains installed and complete, 4. Driveway &/or Parking complete and per Code/Final Development Plan, 5. Landscaping complete (entire lot sodded or seeded), 6. As-built survey submitted, structure setbacks as proposed on plot plan and per code, 7. All trash, debris, construction materials removed from property, 8. Street tree installed.

Date of inspection: _____ Inspected by: _____

COC ISSUED?: Yes o No o Temporary o Permanent o

Zoning Inspector or his/her designee: _____ Printed Name Signature Date: _____

EFFECTIVE: 9/1/18

Date Received: _____ Received By: _____