



DEPARTMENT OF DEVELOPMENT & ZONING

RESIDENTIAL IMPROVEMENT 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: Utilities: Sewer Septic

APPLICANT 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:

PROJECT INFORMATION - Please include any additional information with your submission in a separate document, if necessary

Type: Addition Accessory Bldg. Deck/Patio Pool Fence Solar Panels Other:
Square Footage: Height (feet):
Proposed Distance(s) from Property Lines (Setbacks):
Front Yard: Side Yard, Right:
Rear Yard: Side Yard, Left:
Only fill out this box if your applying for an Accessory Building:
Existing # of Accessory Buildings:
Proposed # of Accessory Buildings:
Total # of Accessory Buildings:
Lot Size Sq. Ft. Bldg. Coverage
House+ Garage: Sq. Ft.
Accessory Building(s): Sq. Ft. %
Subtotal: Sq. Ft.
Impervious Surface(s): Sq. Ft. Lot Coverage
Total (All): Sq. Ft. %

I hereby acknowledge the following: that I have provided all required submittal materials; that the information contained herein is true and correct; that all applicable provisions of the Genoa Township Zoning Resolution and any other applicable zoning cases shall be complied with; that by signing this application I am acknowledging that I am the owner of the subject property or am an authorized agent and/or representative of the property owner; that the Township may take up to thirty (30) days to review this application and issue a Zoning Permit; that changes to plans may require a revised permit be obtained; 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 Signature
Date: \_\_\_\_\_

EFFECTIVE: 9/1/18

Date Received: Received By: Payment Type: Check No.: Amount:

## GENOA TOWNSHIP - RESIDENTIAL IMPROVEMENT 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 review and/or issuance of the zoning permit.
2. **Site Plan/Plot Plan (one copy, no larger than 11" x 17") drawn to scale, showing:**
  - a. Shape and dimensions of lot with front, rear, and side yard dimensions shown.
  - b. Exact size, location, and dimensions of existing and proposed structures or proposed alterations.
  - c. Distance from proposed structure to the front, rear, and side property lines (setbacks).
  - d. The area (in square feet) of the proposed improvement.
  - e. Proposed means of access, where applicable; driveway location, distance to property line.
  - f. Site plans drawn on a copy of a lot survey typically work best.
3. **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.
4. **Soil and Water Approval (one copy):** In order to protect drainage, any proposed construction within a drainage easement , including fences, must be approved by the Delaware Soil and Water Conservation District. A copy of their approval letter needs to be submitted with the application form.
5. **Health District Approval for parcels with on-site waste treatment systems (one copy):** In order to protect septic systems, any application pertaining to improvements on a lot with a septic system requires review of the project by the Delaware General Health District. A copy of their approval letter needs to be submitted with the application form. This requirement does not apply to lots serviced by public sewer.

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.
- 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

Questions? Please contact the Development and Zoning office at 614.899.0725 or [Zoning@GenoaTwp.com](mailto:Zoning@GenoaTwp.com).