



DEPARTMENT OF DEVELOPMENT & ZONING

VARIANCE 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:

VARIANCE TYPE - Check all applicable types

DIMENSIONAL: __ Lot Coverage __ Lot Size __ Lot Width __ Parking __ Setback __ Height __ Size __ Location __ Landscaping
USE: __ Principle Use __ Accessory Use MISC: __ Special Use OTHER: _____

Please fill out either the Dimensional Variance Questionnaire Form, the Use Variance Questionnaire Form, or the Miscellaneous/Other Questionnaire Form, depending on the type of request being made. 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 requesting one or more variances in accordance with Section 307 of the Genoa Township Zoning Resolution; 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; 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 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: _____

DIMENSIONAL VARIANCE REQUEST QUESTIONNAIRE FORM

The following provisions, pursuant to **Duncan v. Middlefield, 23 Ohio St. 3d 83 (1984)**, must be evaluated by the Board of Zoning Appeals before a dimensional variance can be granted. Respond to each of the seven criteria as it pertains to the your request and support your statements with facts. If you are requesting multiple variances under one application, please make copies of this form and fill out a separate form for each request. Attach additional sheets to provide more space to answer the question, if necessary.

SECTION OF ZONING RESOLUTION RELIEF IS BEING SOUGHT: _____

ZONING REQUIREMENT: _____

REQUESTING: _____

DUNCAN V. MIDDLEFIELD QUESTIONS:

1. Whether the property in question will yield a reasonable return or whether there can be any beneficial use of the property without the variance:

2. Whether the variance is substantial:

3. Whether the essential character of the neighborhood would be substantially altered or whether adjoining properties would suffer a substantial detriment as a result of the variance:

4. Whether the variance would adversely affect the delivery of governmental services (i.e. water, sewage, garbage, police, fire, etc.):

5. Whether the property owner purchased the property with knowledge of the zoning restriction:

6. Whether the property owner's predicament feasibly can be obviated through some method other than a variance:

7. Whether the spirit and intent behind the zoning requirement would be observed and substantial justice done by granting the variance:

USE VARIANCE REQUEST QUESTIONNAIRE FORM

The following provisions must be evaluated by the Board of Zoning Appeals before a use variance can be granted. Respond to each of the criteria as it pertains to the request, support your statements with facts, explain why your circumstance is unique, and demonstrate why current, applicable zoning regulations pose an unnecessary hardship. If you are requesting multiple variances under one application, please make copies of this form and fill out a separate form for each request. Attach additional sheets to provide more space to answer the question, if necessary.

ZONING DISTRICT OF PROPERTY: _____

PROPOSED USE: _____

PROVISIONS FOR EVALUATION:

1. Will the use variance adversely affect the rights of adjacent property owners?

2. Is there a unique condition of the property which is not ordinarily found in the same zoning district?

3. Was the unique condition of the property created by the actions of the applicant?

4. Will granting the use variance adversely affect the public health, safety, or general welfare?

5. Would granting the use variance be consistent with the general spirit and intent of the zoning code?

6. Is the use variance being sought the minimum which affords relief to the applicant?

7. Is there any other reasonable economic use for the property in the zoning district?

GENOA TOWNSHIP - VARIANCE 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 Questionnaires:** Please completely fill out the applicable forms 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 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.
- Site plans and/or lot surveys may be available from the Development and Zoning Department, 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. 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. Private restrictions are not enforced by the Township.

CONTACT INFORMATION:

ORGANIZATION	WEBSITE	PHONE NUMBER
Genoa Township Fire Marshal	www.GenoaTwp.com/Fire	614.568.2040
Delaware County Code Compliance	codecompliance.co.delaware.oh.us	740.833.2200
Delaware General Health District	www.delawarehealth.org	740.368.2300
Ohio Utilities Protection Service (OUPS)	www.oups.org	800.362.2764 or 811
Delaware Soil and Water District	soilandwater.co.delaware.oh.us	740.368.1921
Delaware Regional Sewer District	regionalsewer.co.delaware.oh.us	740.833.2240
Delaware County Engineer	engineer.co.delaware.oh.us	740.833.2400

Questions? Please contact the Development and Zoning office at 614.899.0725 or Zoning@GenoaTwp.com.