



DEPARTMENT OF
DEVELOPMENT & ZONING

FINAL DEVELOPMENT PLAN 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):

Address or Parcel Number(s):

City: _____ State: OH _____ ZIP Code: _____

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

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: _____

REPRESENTATIVE INFORMATION—If the same as applicant, check here:

Name(s) and Firm/Company:

Street Number: _____ Street Name: _____

City: _____ State: _____ ZIP Code: 43220

Phone Number: _____ Fax Number: _____

E-Mail Address: _____

Are you submitting this application on behalf of the property owner? ___ Yes ___ No

PROJECT INFORMATION

Type: ___ Original Plan Submission ___ Amendment to an Approved Plan

Name of Project/Development:

Zoning District(s):

Existing Use(s):

Proposed Use(s):

Gross Acreage: _____	<i>RESIDENTIAL</i>
Gross Acreage (minus Right-of-Ways): _____	Number of Proposed Units: _____
Net Developable Acreage: _____	Number of Proposed Lots (Buildable): _____
Net Density: _____	Number of Phases/Sections: _____
Proposed Open Space (Acres and %): _____	<i>NON-RESIDENTIAL</i>
Proposed Common Open Space (Acres and %): _____	Building Size (Square Feet): _____

By signing this application, I hereby acknowledge: I have provided all required and applicable fees, materials, plans, and documentation, as well as the proper number of copies of each as further detailed in the Zoning Fee Schedule and Article 27 of the Genoa Township Zoning Resolution; the information contained herein, as well as on all supplemental materials being submitted is true and correct; all applicable provisions of the Genoa Township Zoning Resolution and any other applicable zoning cases shall be complied with unless relief is otherwise requested and granted; the subject request may require review by other governmental agencies; zoning permits will need to be obtained to construct any building or structure on the subject property; I have a legitimate and verifiable interest in the property; both the requested development(s) and the identified property herein may be subject to reasonable inspection(s) by Genoa Township for the purposes of determining and/or verifying zoning compliance; I am authorizing said inspection(s); and 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 and/or any other applicable rules or bylaws adopted by the Genoa Township Zoning Commission or Board of Trustees.

Printed Name(s) of Applicant(s)

Signature(s) of Applicant(s)

Date: _____

NOTE: If the property owner(s) is/are not the official applicant(s) of record, they must also sign the application.*

Printed Name(s) of Property Owner(s)

Signature(s) of Property Owner(s)

Date: _____

* _____ Documentation proving the applicant has the permission of the property owner(s) to submit this application and/or has a legal interest in the subject property(ies) has been submitted in lieu of the signature(s) of the property owner(s).

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: _____

Zoning Commission Action: ___ Major Amendment ___ Minor Amendment Date of Action: _____

___ Approved ___ Denied Date of Action: _____

NOTES: _____

Board of Trustees Action: ___ Approved ___ Denied Date of Action: _____

NOTES: _____

GENOA TOWNSHIP - FINAL DEVELOPMENT PLAN APPLICATION SUBMISSION CHECKLIST AND GUIDELINES

This document is for reference purposes only. Please do not submit it with your application. Additional materials may be required by the Zoning Resolution. This document is for reference purposes only. The township reserves the right to request additional information in order to verify zoning compliance.

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. **Township Fee (per current fee schedule):** Fees must be paid at the time the application is submitted. Checks should be made payable to Genoa Township. Credit card information cannot be taken over the phone.
3. **Plans and Materials:** 10 copies of all materials required for submission as further specified in the Genoa Township Zoning Resolution. New sets will need to be submitted with each revision. NOTE: Only 6 copies of said materials are required for the Trustees hearing (if necessary).
4. **Digital Copy:** A CD or flash drive containing digital copies of said materials (in a commonly used file format such as PDF or JPEG). A new CD/flash drive will need to be submitted with each revision.
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 within 500-feet of the subject property(ies) must be included as well as a set of addressed plain, white business size envelopes, with postage, for the names on said list. NOTE: A duplicate set of envelopes will also be required for the Trustees hearing (if necessary).

WHERE TO FIND INFORMATION:

- The Genoa Township Zoning Resolution and the Genoa Township Comprehensive Plan can both be viewed online at: www.GenoaTwp.com/ZoningDocs.
- Public records are may be available at www.Genoatwp.com/Archive or by contacting the Development and Zoning Department at 614.899.0725. Public record reproduction fees may apply.
- Addresses of properties within 500-feet, 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.

CONTACT INFORMATION:

ORGANIZATION	WEBSITE	PHONE NUMBER
Delaware Co. Regional Planning (DCRPC)	www.dcrpc.org	740.833.2260
Genoa Township Fire Marshal	www.GenoaTwp.com/Fire	614.568.2040
Delaware County Building Safety	buildingsafety.co.delaware.oh.us	740.833.2200
Delaware Public Health District	www.delawarehealth.org	740.368.1700
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.