



Planning & Development Department

141 East Broadway
Granville, Ohio 43023

(740) 587-0707 (Phone); (740) 587-0128 (Fax)

GENERAL DEVELOPMENT APPLICATION

Office Use Only:	Project Number _____	Received Date _____	By _____
------------------	----------------------	---------------------	----------

Project Name _____

Land Use Action

(Check all that apply)

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Site Plan: | <input type="checkbox"/> <i>Comm/Ind</i> | <input type="checkbox"/> <i>Residential</i> | <input type="checkbox"/> <i>Institutional</i> |
| <input type="checkbox"/> Dev Plan: | <input type="checkbox"/> <i>Outline</i> | <input type="checkbox"/> <i>Prelim</i> | <input type="checkbox"/> <i>Final</i> |
| <input type="checkbox"/> Subdivision: | <input type="checkbox"/> <i>Prelim</i> | <input type="checkbox"/> <i>Final</i> | <input type="checkbox"/> <i>Lot-Line Adjustment</i> |
| <input type="checkbox"/> Zoning: | <input type="checkbox"/> <i>Re-Zone</i> | <input type="checkbox"/> <i>Establish</i> | <input type="checkbox"/> <i>Amend</i> |
| <input type="checkbox"/> Overlay: | <input type="checkbox"/> <i>AROD</i> | <input type="checkbox"/> <i>TCOD</i> | <input type="checkbox"/> <i>FHOD</i> <input type="checkbox"/> <i>RVWOD</i> |
| <input type="checkbox"/> Conditional Use: | <input type="checkbox"/> <i>STR</i> | <input type="checkbox"/> <i>Home Occ</i> | <input type="checkbox"/> <i>Land Use</i> |
| <input type="checkbox"/> Other: | <input type="checkbox"/> <i>Wireless</i> | <input type="checkbox"/> <i>Annexation</i> | <input type="checkbox"/> <i>Signage</i> |

Site Address or Parcel # _____

Current Zoning and Use _____

Project Description _____

Applicant/Project Owner _____

Address _____

Email _____ Telephone _____

Consultant/Representative _____

Address _____

Email _____ Telephone _____

Landowner Authorization to Proceed with Land Use Action: (Required)

The undersigned (1) affirms ownership or authorized representation thereof of the subject property, and (2) hereby authorizes the individuals or entities listed herein as "applicant" and/or "authorized representative" to represent me/us in all aspects of the land use process for the project being submitted with this application.

- Please keep me informed of the status and progress of this project via email at the address below.
 I do NOT want to be updated on this project. (To modify this request, contact jrubal@granville.oh.us)

Landowner(s) _____

Email _____ Telephone _____

Signature of Landowner

Signature of Landowner

Project Staff/Additional Contacts

Developer

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Engineer

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Planner

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Architect

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Landscape Architect

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Other

Name _____
Address _____
Phone (Cell) _____

Email _____
City, State, Zip _____
Phone (Other) _____

Note: The Planning Commission normally meets on the fourth Monday of the month; the Board of Zoning and Building Appeals meets on the second Thursday of the month; the Village Council meets on the first and third Wednesday of the month. Applicants will be notified of changes in meetings and meetings times. The Planning & Development Department will not officially accept a submittal until the conditions and requirements of each application procedure, to include payment of fees, are completed.



Planning & Development Department
141 East Broadway
Granville, Ohio 43023
(740) 587-0707 (Phone)
(740) 587-0128 (Fax)

SHORT-TERM RENTAL PERMIT CHECKLIST

The Village of Granville does allow for Short-Term Rental (STR) units, under certain circumstances. An STR unit is defined as the following:

"Short-Term Rental" means any dwelling or guestroom that is rented in whole or in part for less than thirty (30) consecutive days for temporary lodging of persons other than the permanent occupant or owner, from which the permanent occupant or owner receives monetary compensation. A traditional bed and breakfast, which is permitted and regulated as a Home Occupation under Chapter [1181](#) of the Planning and Zoning Code, is not a short-term rental for purposes of this chapter. A boarding house or lodging house, a rooming house, and a hotel, motel or apartment hotel, all of which are separately defined in Section [1135.01](#), are not short-term rentals

The requirements for short-term rentals are intended to preserve the neighborhood feel of residential communities. In order to maintain this residential feel, the Village of Granville has placed a limit on the number of short-term rentals allowed per zoning district. Once that limit has been reached, the Village of Granville will maintain a waiting list for prospective STR permittees until a license becomes available in their zoning district.

STRs have a set of requirements and an approval process. A checklist of requirements is described as follows. In order to obtain an STR, the applicant must obtain a short-term rental permit and a Conditional Use Permit.

Application requirements to obtain a short-term rental permit and a Conditional Use Permit

- Completed General Development Application.
- Site plan of the property, showing entrance(s) and parking areas. Parking areas must be specifically called out and vehicle spaces marked.
- Floor plan of the area to be used as an STR. All beds and bedrooms must be marked and denoted. If multiple STRs within one structure, denote each one.
- Letter outlining the use (including where it will take place on the property or within the home/structure), the traffic impacts/parking impacts of the proposed use, potential nuisances (noise, lights, traffic, etc.) and measures to be taken to alleviate/eliminate them, and the potential additional impacts on services such as utilities, trash collection, and schools
- Signed affidavit stating the property is current on all building and fire code inspections.
- Proof of liability insurance
- Letter of good standing from Village Income Tax Administrator
- All fees

Note: that a completed application, as verified by Planning & Development Staff, is due no later than 14 days prior to the next Board of Zoning and Building Appeals (BZBA) meeting. Meetings are held on the 2nd Thursday of each month. Incomplete applications will not be accepted, and will not be forwarded to the BZBA for their consideration. A complete application is defined as one including all required documentation and applications, with fees paid, and received as a single submittal.

Conditions and Requirements

The following is not meant to be a comprehensive enumeration of requirements. Rather, it is intended to provide short-term rental owners with a list of common conditions and requirements. It is ultimately the short-term rental permit-holder's responsibility to ensure the short-term rental unit is compliant with Chapter 1182 of the Zoning Code.

Application

- Prior to application, applicants should ensure their property is not subject to any conditions, covenants, and restrictions (CC&Rs) that would prevent them from operating an STR.
- Application materials must include name, address, telephone number, and email address of applicant. If applicant is a corporation, firm, etc., then applicant shall provide name of entity as shown in articles of incorporation.
 - o In addition, contact information for the agent, president, or managing individual shall be provided, as well as state in which the entity is incorporated, and the entity or corporation number.
- Address and contact info of owner shall be provided.
- If utilizing a property manager, said manager must live in Licking County, or adjacent counties.
- Any pertinent land contracts or lease agreements must be provided at time of application.

Conditional Use Permits

- Conditional Use Permits require approval at a public hearing of the Board of Zoning & Building Appeals.
- The Conditional Use Permit is not transferrable to any other location or applicant.
- The Conditional Use Permit must be renewed every two years. Notice of renewal shall be sent at least 3 months prior to expiration. Failure to renew will result in loss of permit.
- The Conditional Use Permit may be revoked or reviewed before the Board of Zoning and Building Appeals (BZBA) upon either legitimate complaint of violation of Chapter 1182 of the Zoning Code, or upon violation of any conditions of the permit.

Standards

- Dwelling units may not be converted to multiple-dwelling units for the purpose of operating an STR
- Maximum occupancy of a single short-term rental shall be the lesser of three persons per off-street parking space, or two persons plus two persons per sleeping room.
- In residential zoning districts, all parking must be provided for off-street and on the lot upon which the

short-term rental is located; for non-residential districts, parking may also be provided in leased spaces in accordance with Chapter 1183 of the Zoning Ordinance.

- In residential zoning districts, the host's primary residence must be in The Village of Granville or Granville Township.
- Owner shall provide proof of liability insurance not less than \$100,000 per individual and \$300,000 per occurrence.
- Either proof of ownership or proof of residence for the property upon which the STR is located and, if applicable, permission of property owner to operate and STR.
- The property is not required to be owner- or host-occupied, nor is it required to be the primary residence of either party.

Permit Limits and Wait List

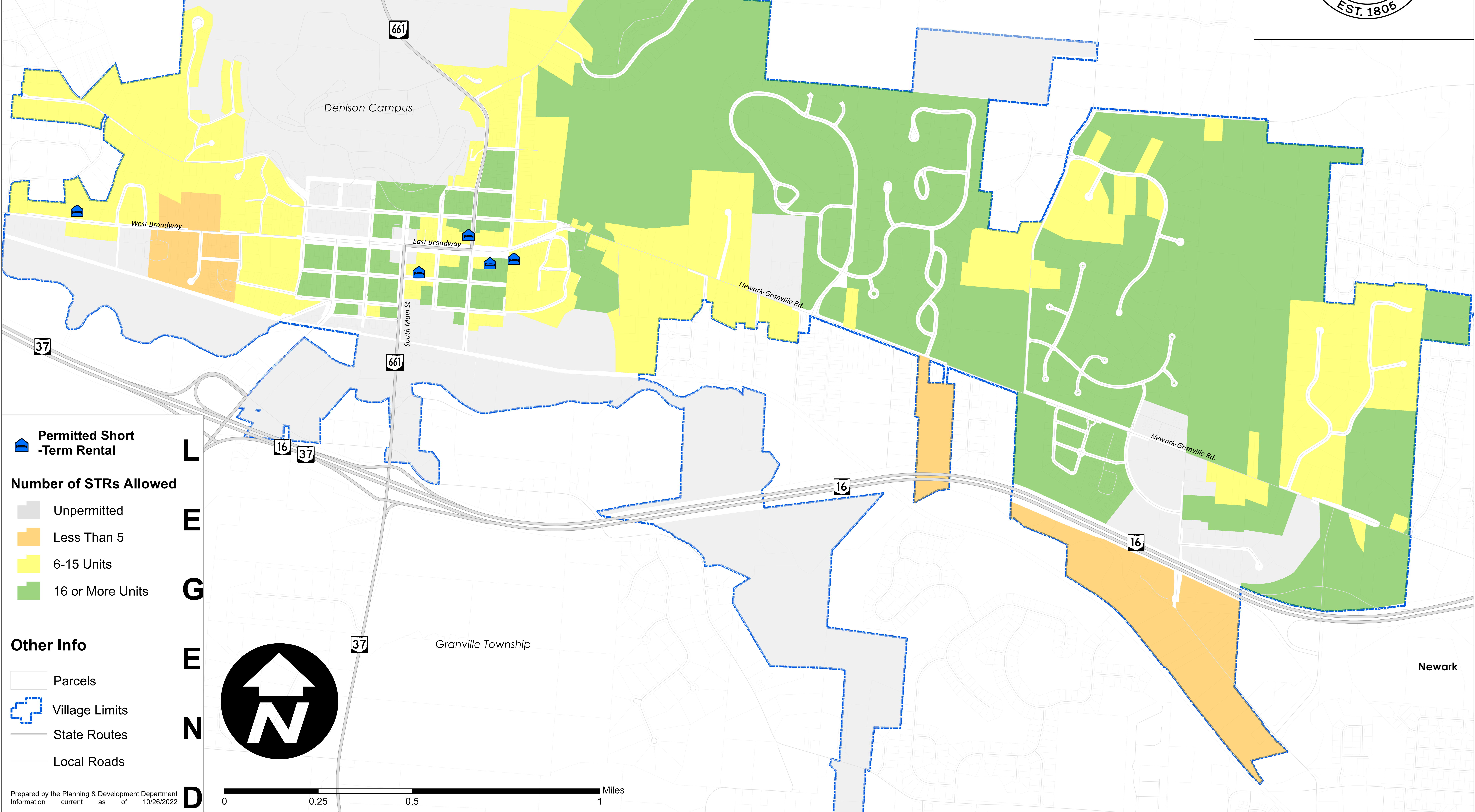
- STRs are allowed in Residential Districts, as well as Village Business and Planned Commercial Districts.
- Each district allows up to 5% of existing housing to be allocated for STRs.
- Applications are considered on a first-come, first-serve basis; incomplete applications are not accepted and will not be considered.
- A wait list shall be maintained by the Planning & Development Department.
- Permits become available only through revocation or abandonment by permit holder.
- Permits are renewable for all those currently holding a permit in good standing, so long as the permit is being utilized.

Zoning District	Allotted	In Use	Available
Village Residential	15	1	14
Suburban Residential-A	14	1	13
Suburban Residential-B	12	1	11
Suburban Residential-C	3	0	3
Planned Development	27	0	27
Village Business	8	2	6
Planned Commercial	1	1	0

Data Sources: Right-of-way and parcel linework provided by the Licking County GIS Department. Other information taken from various Village of Granville GIS layers and sources.

Information conveyed on this map was produced using the most current data available through the Village of Granville's Geographic Information System. However, accuracy, completeness and distances are not guaranteed.

This map is for general reference purposes only. Any reproduction or sale of this map or portions thereof, is prohibited without the prior written consent of the Village of Granville. For a listing of current map products, or for more information, please contact the Planning & Development Department at Village Hall.



Permitted Short-Term Rental

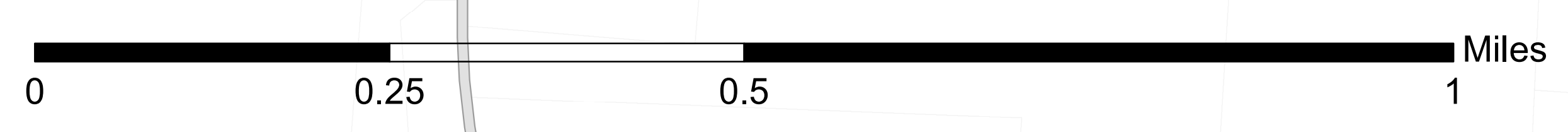
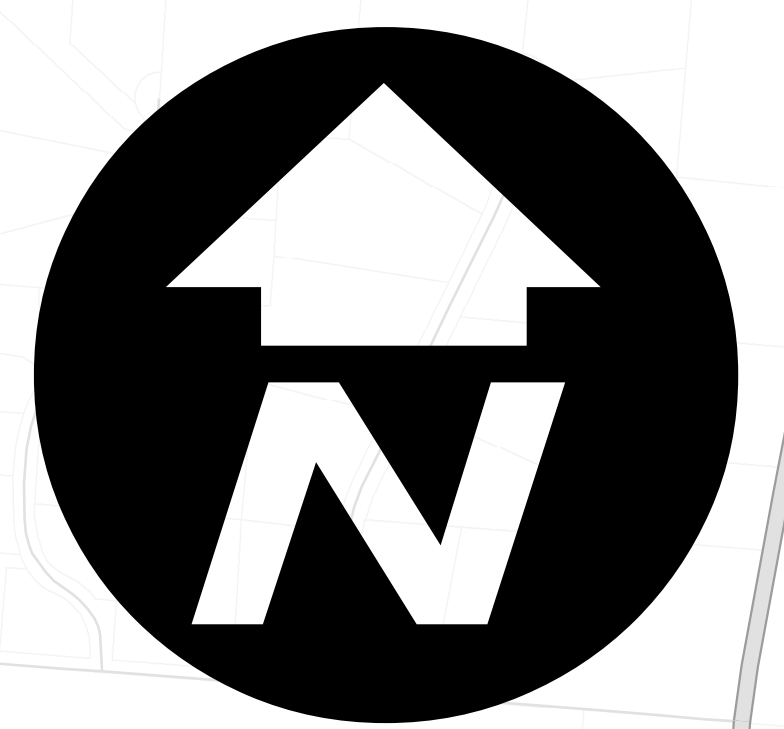
Number of STRs Allowed

- Unpermitted
- Less Than 5
- 6-15 Units
- 16 or More Units

Other Info

- Parcels
- Village Limits
- State Routes
- Local Roads

LEGEND



AFFIDAVIT OF UNDERSTANDING
(Inspections)

On this _____ day of _____, 20_____, in the State of Ohio, County of _____, I (we) _____, being duly sworn, do hereby affirm that I (we) am (are) the legal owner(s) of the legal residential unit located at _____, also known as lot _____ of the _____ Subdivision in The Village of Granville, or is further described by the attached Exhibit A and known as Parcel No. _____ on the Licking County Tax Records.

I (We) do affirm that the STR (Short-Term Rental) has a working carbon monoxide detector on each floor. I (We) do also affirm that the STR (Short-Term Rental) has a working smoke alarm in each sleeping area, with a minimum of one smoke alarm on each floor. I (We) do affirm that the STR (Short-Term Rental) is in compliance with all building codes and regulations to which it is subject. I (We) do understand that I (we) make these affirmations in lieu of an initial physical inspection. I (We) do understand inspections may be required at any time, either intermittently or as deemed necessary.

Signature of Owner

Signature of Owner

STATE OF OHIO _____)
County of _____)ss.

On this _____ day of _____, 20_____, personally appeared _____ before me, _____ signer(s) of the foregoing instrument who duly acknowledged to me that he/she/they executed the same.

(stamp)

Notary Public
Residing in: