



CITY OF NEWARK
ENGINEERING & ZONING

c/o Engineering Department

40 West Main Street Newark, Ohio 43055 Tel 740.670.7727 Fax 740.349.5911 www.newarkohio.net

Board of Zoning Appeals Application Instructions

Requests for Board of Zoning Appeals hearing shall require the following items:

A. Completed Application Form – 1 paper copy or 1 digital copy:

___ (a) All questions answered completely. If not applicable, indicate N/A.

B. Application Fee:

___ (a) Applicant shall submit the appropriate fee (\$75 Residential, \$200 commercial) with each zoning appeal application. **All checks are to be made payable to the “City of Newark”.**

(If the application is for an Off-Premise Variable Message Sign per Section 150.4.1 (4) or (5), the fee is \$150)

C. Project Site Plan – 1 paper copies and 1 digital copy:

___ (a) Submit a site plan drawn to scale showing the location of existing and proposed structures, property lines, setback lines, dimensions of structures and any other proposed improvements.

___ (b) Show plans to meet all parking, landscaping and signage requirements.

D. Building Elevations – 1 paper copies and 1 digital copy:

___ (a) Elevation drawings of the front, side and rear of the proposed building or structure, as it will appear after the work for which a permit is sought is completed.

___ (b) Identification on elevation drawings of all major exterior finish materials.

E. Other Exhibits – 1 paper copies and 1 digital copy:

___ (a) Other photos, information or data which the applicant deems necessary for proper consideration of the application. (Note the provisions of Newark Zoning Ordinance 08-33, Article 150.)

F. Digital Files:

___ (a) PDF or TIF file format of Project Site Plan, Building Elevations, Sign drawings or photos submitted on CD or DVD, or by email to zoninginspector@newarkohio.net

G. Representation at BZA meeting:

___ (a) The applicant(s) shall provide at least one representative who shall be in attendance at the hearing to assist in the presentation as may be requested by the Board.

Please contact the Engineering/Zoning Division at (740) 670-7727 with any questions.