



Planning Commission
c/o Engineering Dept.
40 West Main St, 2nd Floor
Newark, Ohio 43055
(740) 670-7727

**City of Newark
Planning Commission
Lot Split/Combination/Replat
Application**

<https://www.newarkohio.gov/planning-commission/>

LOT SPLIT / COMBINATION / REPLAT PROCEDURE OVERVIEW

1. ☐ **Obtain a Lot Split/Combination/Replat Application.**
Available in the Newark City Engineering Department or
<https://www.newarkohio.gov/planning-commission/>
Newark City Engineering Department, 40 West Main St. (2nd Floor), Newark, OH 43055 (740) 670-7727
2. ☐ **Obtain a Tax Map and Auditor's Parcel Numbers for the current parcels.**
Available in the Licking Co. Engineer's Office or <https://lickingcounty.gov/depts/treasurer>
Licking Co. Engineer's Office, 20 South 2nd St (3rd Floor), Newark, OH 43055 (740) 670-5280
3. ☐ **Obtain a Survey Drawing with Legal Descriptions for the proposed new parcels.**
Available by contacting a local Surveyor.
Note: this survey will show the property as it is proposed to be split / combined / replatted.
4. ☐ **Contact the Newark City Engineering Department to schedule a zoning review appointment.**
Newark City Engineering Department, 40 West Main St. (2nd Floor), Newark, OH 43055 (740) 670-7727
Note: Newark City Engineering Authorization Signature is required on the Application.
5. ☐ **Submit the above Application materials and fee to the Newark City Engineering Department for inclusion on next Planning Commission Agenda.**
Newark City Engineering Department, 40 West Main St. (2nd Floor), Newark, OH 43055 (740) 670-7727
Note: a \$50.00 fee must accompany the Lot Split/ Combination / Replat Application. Checks should be made payable to "City of Newark".
6. ☐ **Attend the Planning Commission Meeting to request approval of the Lot Split/Combination/Replat.**
Newark City Council Chambers, 40 W. Main Street (1st Floor) Newark, OH 43055
Note: be prepared to address the Planning Commission and answer questions regarding your application.
7. ☐ **Obtain a copy of the signed Application, after the Planning Commission Meeting is held**
The signed Application will be sent to you by e-mail, unless you indicated on the Application that you prefer regular mail, or have made arrangements to pick it up, at the Newark City Engineering Department.
Newark City Engineering Department, 40 West Main St. (2nd Floor), Newark, OH 43055 (740) 670-7727

After Newark City Planning Commission Approval

1. ☐ **Contact a Title Company or Attorney to draw up new deed(s) for the new or changed parcels.**
2. ☐ **Submit a copy of the approved application, survey drawing, and new deed to the Licking Co. Engineer's Office.** Once they approve it, they will update the Tax Map information.
Licking Co. Engineer's Office, 20 South 2nd St (3rd Floor), Newark, OH 43055 (740) 670-5280
3. ☐ **Submit a copy of the approved application and the new deed to the Licking Co. Auditor's Office.** Once they approve it, they will create new parcel numbers, update taxes, etc. *(Fee)*
Licking Co. Auditor's Office – Real Estate, 20 South 2nd St (2nd Floor), Newark, OH 43055 (740) 670-5040
4. ☐ **Submit the approved new deed to the Licking Co. Recorder**
They will record the new deed(s). *(Fee)*
Licking Co. Recorder Office, 20 South 2nd St (3rd Floor), Newark, OH 43055 (740) 670-5300
5. ☐ **Process complete.**