



Planning Commission  
 c/o Engineering Department  
 40 West Main St, 2<sup>nd</sup> Floor  
 Newark, Ohio 43055  
 (740) 670-7727  
 (740)349-5911 Fax

# City of Newark Planning Commission Zoning District Change Application

[www.newarkohio.net/government/boards-commissions/planning-commission](http://www.newarkohio.net/government/boards-commissions/planning-commission)

**Office Use Only**  
 Zoning File # \_\_\_\_\_  
 PC Application # \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Amount Due: \$100.00  
 Paid By: (circle one)  
 Check # \_\_\_\_\_ Cash  
 Receipt # \_\_\_\_\_

Rev 2/13

<input type="checkbox"/> District Change		<input type="checkbox"/> District Establishment (Newly Annexed)	
<b>Owner</b>			
Property Owner:		Telephone:	
Address:		E-mail:	
City:	State:	Zip:	Fax:
<i>I would prefer to have agendas mailed rather than e-mailed</i> <input type="checkbox"/>			
<b>Applicant/Representative</b>			
Representative:		Same as above <input type="checkbox"/>	Telephone:
Address:		E-mail:	
City:	State:	Zip:	Fax:
<i>I would prefer to have agendas mailed rather than e-mailed</i> <input type="checkbox"/>			
<b>Property Location</b>			
Street Address:			
Parcel Tax ID #:		Number of Acres:	
Lot Number: (if applicable)		Property Platted? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>District Classification</b> <span style="float: right;">(Zoning Code 08-33, see <a href="http://www.newarkohio.net">www.newarkohio.net</a>)</span>			
<b>Present Zoning District:</b>		<b>Proposed Zoning District:</b>	
<input type="checkbox"/> AD Agricultural <input type="checkbox"/> CD Conservation <input type="checkbox"/> CSI Church School Institutional <input type="checkbox"/> DC Downtown <input type="checkbox"/> GB General Business <input type="checkbox"/> GC General Commercial <input type="checkbox"/> GI General Industrial <input type="checkbox"/> GO General Office <input type="checkbox"/> HB High Intensity Business <input type="checkbox"/> LB Limited Intensity Business <input type="checkbox"/> LC Limited Commercial <input type="checkbox"/> LI Limited Industrial <input type="checkbox"/> LO Limited Office <input type="checkbox"/> MB Medium Intensity Business <input type="checkbox"/> MFC Multi-Family Condo <input type="checkbox"/> MFH Multi-Family High Rise <input type="checkbox"/> MFR Multi-Family Residence <input type="checkbox"/> Overlay Historic <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> RMH Single-Family Residence Manufactured Home <input type="checkbox"/> Single-Family Residence <b>(Circle one)</b> RS-Suburban RL-Low Density RM-Medium Density RH-High Density <input type="checkbox"/> RZL Single-Family Residence Zero Lot Line <input type="checkbox"/> SFC Single-Family Condo <input type="checkbox"/> TFR Two-Family Residence		<input type="checkbox"/> AD Agricultural <input type="checkbox"/> CD Conservation <input type="checkbox"/> CSI Church School Institutional <input type="checkbox"/> DC Downtown <input type="checkbox"/> GB General Business <input type="checkbox"/> GC General Commercial <input type="checkbox"/> GI General Industrial <input type="checkbox"/> GO General Office <input type="checkbox"/> HB High Intensity Business <input type="checkbox"/> LB Limited Intensity Business <input type="checkbox"/> LC Limited Commercial <input type="checkbox"/> LI Limited Industrial <input type="checkbox"/> LO Limited Office <input type="checkbox"/> MB Medium Intensity Business <input type="checkbox"/> MFC Multi-Family Condo <input type="checkbox"/> MFH Multi-Family High Rise <input type="checkbox"/> MFR Multi-Family Residence <input type="checkbox"/> Overlay Historic <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> RMH Single-Family Residence Manufactured Home <input type="checkbox"/> Single-Family Residence <b>(Circle one)</b> RS-Suburban RL-Low Density RM-Medium Density RH-High Density <input type="checkbox"/> RZL Single-Family Residence Zero Lot Line <input type="checkbox"/> SFC Single-Family Condo <input type="checkbox"/> TFR Two-Family Residence	

*Property Use*

**Present Use:**

\_\_\_\_\_  
\_\_\_\_\_

**Proposed Use:**

\_\_\_\_\_  
\_\_\_\_\_

*Additional Comments*

**Reason For Request:**

*Required Documentation and Process Overview*

- Original Application Form – must contain notarized signature of the property owner
- Tax Map and Auditor’s Parcel Numbers for the parcels to be re-zoned. Contact the [Licking County Engineer’s Office](#) for a tax map or visit <http://www.lcounty.com/Treasurer> to print out Real Estate Tax parcel information and a parcel map. [Licking County Engineer’s Office is located at 20 South 2<sup>nd</sup> St \(3<sup>rd</sup> Floor\) Newark, OH 43055 \(740\) 670-5280.](#)
- Legal Description of parcels to be re-zoned. (typically a survey description or valid deed description)  
*Note: Legal Description must be reviewed and stamped approved by the Newark City Engineering Department*
- A drawing or map showing the location of all buildings on the parcels. (A current Google aerial photo is acceptable.)
- Application Fee of \$100.00, cash or check. Make check payable to “City of Newark”.
- Call the [Newark City Engineering/Zoning Department](#) to schedule a Zoning and Legal Description Review. [Newark City Engineering/Zoning Department is located at 40 W. Main Street \(2nd Floor\) Newark, OH 43055 \(740\) 670-7727](#)  
*Note: an Engineering/ Zoning Authorization Signature is required on this application. See below.*
- Submit all application materials to the [Newark City Engineering/Zoning Department](#) for inclusion on a Planning Commission Agenda.
- Attend the [Planning Commission Meetings](#) and [Council Meetings](#) held in Newark City Council Chambers, 40 W. Main Street (1<sup>st</sup> Floor) throughout the process. The process typically takes 3 -4 months to complete.  
*Note: be prepared to answer Planning Commission and Council Member’s questions regarding your application*

*Owner Acknowledgement*

**I hereby certify that the information provided in this application is true and factual to the best of my knowledge.**

Property Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Notary Public

*Engineering/Zoning Authorization – Office Use Only*

Approved  Denied  Approved with Conditions

Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

*Planning Commission Recommendation to Council – Office Use Only*

Approved  Denied  Approved with Conditions   
(See Letter of Recommendation)

Planning Director Signature: \_\_\_\_\_ Date \_\_\_\_\_

Conditions: \_\_\_\_\_

**After Planning Commission Recommendation:**

- Contact the Clerk of Council regarding Council Public Hearing Date and Final Vote.  
[Clerk of Council’s Office](#) is located at 40 W Main St (2nd Floor) Newark, OH 43055 (740) 670-7516.