



Planning Commission  
 c/o Engineering Dept.  
 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

Zoning File # \_\_\_\_\_  
 PC Application # \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Received by: \_\_\_\_\_  
 Amount Due: \$300.00  
 Paid By: (circle one) \_\_\_\_\_  
 Check # \_\_\_\_\_ Cash  
 Receipt # \_\_\_\_\_

CITY OF NEWARK, OHIO | PLANNING COMMISSION

Rev 8/13

|   |        |  |            |
|---|--------|--|------------|
| <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 would prefer to have agendas mailed rather than e-mailed <input type="checkbox"/>   |        |  |            |
| <b>Applicant/Representative</b>   |        |  |            |
| Representative:   |        | Same as above <input type="checkbox"/>   | Telephone: |
| Address:  |        | E-mail:  |            |
| City:   | State: | Zip:   | Fax:       |
| I would prefer to have agendas mailed rather than e-mailed <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><br><input type="checkbox"/> AD Agricultural<br><input type="checkbox"/> CD Conservation<br><input type="checkbox"/> CSI Church School Institutional<br><input type="checkbox"/> DC Downtown<br><input type="checkbox"/> GB General Business<br><input type="checkbox"/> GC General Commercial<br><input type="checkbox"/> GI General Industrial<br><input type="checkbox"/> GO General Office<br><input type="checkbox"/> HB High Intensity Business<br><input type="checkbox"/> LB Limited Intensity Business<br><input type="checkbox"/> LC Limited Commercial<br><input type="checkbox"/> LI Limited Industrial<br><input type="checkbox"/> LO Limited Office<br><input type="checkbox"/> MB Medium Intensity Business<br><input type="checkbox"/> MFC Multi-Family Condo<br><input type="checkbox"/> MFH Multi-Family High Rise<br><input type="checkbox"/> MFR Multi-Family Residence<br><input type="checkbox"/> Overlay Historic<br><input type="checkbox"/> Planned Unit Development<br><input type="checkbox"/> RMH Single-Family Residence Manufactured Home<br><input type="checkbox"/> Single-Family Residence <b>(Circle one)</b><br>RS-Suburban RL-Low Density RM-Medium Density RH-High Density<br><input type="checkbox"/> RZL Single-Family Residence Zero Lot Line<br><input type="checkbox"/> SFC Single-Family Condo<br><input type="checkbox"/> TFR Two-Family Residence |        | <b>Proposed Zoning District:</b><br><input type="checkbox"/> AD Agricultural<br><input type="checkbox"/> CD Conservation<br><input type="checkbox"/> CSI Church School Institutional<br><input type="checkbox"/> DC Downtown<br><input type="checkbox"/> GB General Business<br><input type="checkbox"/> GC General Commercial<br><input type="checkbox"/> GI General Industrial<br><input type="checkbox"/> GO General Office<br><input type="checkbox"/> HB High Intensity Business<br><input type="checkbox"/> LB Limited Intensity Business<br><input type="checkbox"/> LC Limited Commercial<br><input type="checkbox"/> LI Limited Industrial<br><input type="checkbox"/> LO Limited Office<br><input type="checkbox"/> MB Medium Intensity Business<br><input type="checkbox"/> MFC Multi-Family Condo<br><input type="checkbox"/> MFH Multi-Family High Rise<br><input type="checkbox"/> MFR Multi-Family Residence<br><input type="checkbox"/> Overlay Historic<br><input type="checkbox"/> Planned Unit Development<br><input type="checkbox"/> RMH Single-Family Residence Manufactured Home<br><input type="checkbox"/> Single-Family Residence <b>(Circle one)</b><br>RS-Suburban RL-Low Density RM-Medium Density RH-High Density<br><input type="checkbox"/> RZL Single-Family Residence Zero Lot Line<br><input type="checkbox"/> SFC Single-Family Condo<br><input type="checkbox"/> TFR Two-Family Residence |            |

*Property Use*

**Present Use:**

**Proposed Use:**

*Additional Comments*

Reason For Request:

*Required Documentation and Process Overview*

- Complete Application Form** – must include the notarized signature of the property owner. If a notarized signature is not present, attach an Authorization Letter from the property owner, giving the Representative permission to act on his/her behalf.
- Obtain a Tax Map and Auditor's Parcel Numbers of the parcels to be re-zoned**  
*Note: Tax Maps can be provided by the Engineering Department during the Engineering Review.*
- Obtain a 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 during the Engineering Review.*
- Obtain a Parcel Drawing or Map showing the location of all buildings on the parcels**  
*Note: Aerial maps can be provided by the Engineering Department during the Engineering Review.*
- Call the Newark City Engineering Department to schedule an Engineering Review**  
**Newark City Engineering Department - 40 W. Main Street (2nd Floor). (740) 670-7727**  
*Note: The Engineering/ Zoning Authorization Signature must be obtained prior to Application processing-See Office Use below.*
- Submit Application and required documentation**  
**Newark City Engineering Department - 40 W. Main Street (2nd Floor)**  
*Note: A \$300 Application Fee must accompany this Application. Make check payable to "City of Newark".*
- Attend the Planning Commission Meetings and Council Meetings**  
**Newark City Council Chambers, 40 W. Main Street (1st Floor).**  
*Note: be prepared to answer Planning Commission and Council Members' 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

Engineering Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Planning Commission Recommendation to Council – Office Use Only*

Approved  Denied  Approved with Conditions

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

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

**After Planning Commission Recommendation:**

- Contact the Clerk of Council** regarding Council Public Hearing and Final Vote dates.  
**Clerk of Council's Office 40 W Main St (2nd Floor-Mayor's Office) (740) 670-7516.**