



**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:***

**A. Completed Application Form:**

\_\_\_ (a) All questions answered, if not applicable indicate N/A.

**B. Application Fee:**

\_\_\_ (a) Applicant(s) shall submit a Fifty Dollar (\$50.00) fee with each zoning appeal application. If the application is for an Off-Premise Variable Message Sign per Section 150.4.1 (4) or (5), the fee is Twenty-Five Dollars (\$25.00). All checks are to be made payable to the "City of Newark".

**C. List of Property-Owners:**

\_\_\_ (a) Submit a list of all property owners, located within a two hundred (200) foot radius of the entire property in question, and their current addresses. This can be obtained at 20 S 2<sup>nd</sup> Street or [www.lcounty.com](http://www.lcounty.com). Number this list of property owners and show the corresponding number on the location map in "D" below.

**D. Location Map:**

\_\_\_ (a) Submit a copy of the appropriate tax map(s) (obtainable from the County Engineering Department, 20 S 2<sup>nd</sup> Street) indicating the boundaries of the property in question and the properties described in "C" above. Each property must be numbered to correspond with the list required in "C" above.

**E. Building Description:**

\_\_\_ (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.

**F. Other Exhibits:**

\_\_\_ (a) Any other information or data which the applicant deems necessary for proper consideration of the application. (Note the provisions of Newark Zoning Ordinance, Article 60.)

**G. Application Representation:**

\_\_\_ (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.

**Processing of applications begin after receipt of two (2) copies of all required information. Please contact the Engineering Division personnel at (740) 670-7727 with any questions.**