# Zoning District Change Application

**City of Newark**  
Planning Commission

**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 #: __________

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### Owner

<table>
<thead>
<tr>
<th>Property Owner:</th>
<th>E-mail:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Fax:</td>
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</tbody>
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I would prefer to have agendas mailed rather than e-mailed

### Applicant/Representative

<table>
<thead>
<tr>
<th>Representative:</th>
<th>E-mail:</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
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<tr>
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<td>Zip:</td>
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</table>

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### Property Location

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Parcel Tax ID #:</th>
<th>Number of Acres:</th>
</tr>
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<table>
<thead>
<tr>
<th>Lot Number: (if applicable)</th>
<th>Property Platted? Yes</th>
<th>No</th>
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### District Classification

(Zoning Code 08-33, see www.newarkohio.net)

#### Present Zoning District:
- AD Agricultural
- CD Conservation
- CSI Church School Institutional
- DC Downtown
- GB General Business
- GC General Commercial
- GI General Industrial
- GO General Office
- HB High Intensity Business
- LB Limited Intensity Business
- LC Limited Commercial
- LI Limited Industrial
- LO Limited Office
- MB Medium Intensity Business
- MFC Multi-Family Condo
- MFH Multi-Family High Rise
- MFR Multi-Family Residence
- Overlay Historic
- Planned Unit Development
- RMH Single-Family Residence Manufactured Home
- Single-Family Residence (Circle one)
  - RS-Suburban Low Density
  - RM-Medium Density
  - RH-High Density
- RZL Single-Family Residence Zero Lot Line
- SFC Single-Family Condo
- TFR Two-Family Residence

#### Proposed Zoning District:
- AD Agricultural
- CD Conservation
- CSI Church School Institutional
- DC Downtown
- GB General Business
- GC General Commercial
- GI General Industrial
- GO General Office
- HB High Intensity Business
- LB Limited Intensity Business
- LC Limited Commercial
- LI Limited Industrial
- LO Limited Office
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Property Use

<table>
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<tr>
<th>Present Use:</th>
<th>Proposed Use:</th>
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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](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 2nd St (3rd 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 (1st 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

<table>
<thead>
<tr>
<th>Approved □</th>
<th>Denied □</th>
<th>Approved with Conditions □</th>
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Representative Signature ___________________________ Date__________________

Comments/Conditions: ________________________________

Planning Commission Recommendation to Council – Office Use Only

<table>
<thead>
<tr>
<th>Approved □</th>
<th>Denied □</th>
<th>Approved with Conditions □ (See Letter of Recommendation)</th>
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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.