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 2nd Street or 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 2nd 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.