City of Newark
Planning Commission
Lot Split/Combination/Replat
Application

Application Type

☐ Lot Split  ☐ Lot Combination  ☐ Replat

Owner

Property Owner: Telephone:
Address: E-mail:
City: State: Zip: Fax:
I would prefer to have Agendas mailed rather than e-mailed ☐

Applicant/Representative

Representative: Same as above ☐ Telephone:
Address: E-mail:
City: State: Zip: Fax:
I would prefer to have Agendas mailed rather than e-mailed ☐

Property Location (P1 is Parcel #1, etc.)

Street Address: Current Zone: (P1) (P2) (P3)
(abbreviated Zoning Classification from Zoning Code 08-33)
Parcel Tax ID(s) #: (P1) (P2) (P3)
Lot Number(s): (if applicable) (P1) (P2) (P3)
# of acres: Property Platted?
Yes ☐ No ☐

Property Use (P1 is Parcel #1, etc.)

Present Use: (Please indicate which property).

<table>
<thead>
<tr>
<th>Property Type</th>
<th>P1</th>
<th>P2</th>
<th>P3</th>
<th>Structure?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacant Land</td>
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<tr>
<td>Commercial</td>
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<td>☐ Yes</td>
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<tr>
<td>Residential</td>
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<td>☐</td>
<td>☐ Yes</td>
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<tr>
<td>Industrial</td>
<td>☐</td>
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<td>☐ Yes</td>
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</tbody>
</table>

Proposed Use: (Please indicate which property).

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Additional Comments

Reason for Request:

www.newarkohio.net/government/boards/commissions/planning-commission
Required Documentation and Process Overview

☐ Obtain a Tax Map and Auditor's Parcel Numbers. Contact the Licking County Engineer’s Office or visit [http://www.lcounty.com/Treasure](http://www.lcounty.com/Treasure) to printout Real Estate Tax parcel information and a parcel map. The Licking County Engineer’s Office is located at 20 South 2nd St (3rd Floor) Newark, OH 43055 (740) 670-5280.

☐ Contact a Registered Surveyor to obtain a Survey Drawing with Legal Description for the proposed new parcels. *Note: the survey should show the property as if the proposed split/combo were approved.*

☐ Call the Newark City Engineering/Zoning Department to schedule a Zoning Review. (740) 670-7727. The Newark City Engineering/Zoning Department is located at 40 W. Main Street (2nd Floor) Newark, OH 43055. *Note: an Engineering/ Zoning Authorization Signature is required on this application. See below.*

☐ Submit all application materials and fee to the Newark City Engineering/Zoning Department for inclusion on a Planning Commission Agenda. *Note: a $20.00 fee must accompany this application. Make checks payable to “City of Newark.”*

☐ Attend the Planning Commission Meeting held in Newark City Council Chambers, 40 W. Main Street (1st Floor) to request approval of the split/combination/replat. (If approved, a signed copy of this application will be e-mailed to you unless you indicated you prefer mailed correspondence.) *Note: be prepared to answer Planning Commission 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: _______________

Representative Signature: ___________________________ Date: _______________

Engineering/Zoning Authorization – Office Use Only

Approved ☐  Denied ☐  Approved with Conditions ☐

Engineering Signature: ___________________________ Date: _______________

Comments/Conditions: ______________________________

Planning Commission Authorization – Office Use Only

Approved ☐  Denied ☐  Approved with Conditions ☐

Planning Director Signature: ___________________________ Date: _______________

Comments/Conditions: ______________________________

After Planning Commission Approval:

☐ Contact a Title Company or Attorney to draw up new deed(s) for the new or changed parcels.

☐ Visit the Licking County Engineer’s Office to begin the instrument recording process. The Licking County Engineer’s Office is located at 20 South 2nd St (3rd Floor) Newark, OH 43055 (740) 670-5280.