



Planning Commission  
 40 West Main St  
 Newark, Ohio 43055  
 (740) 670-7516

# City of Newark

## Planning Commission

### Lot Split/Combination/Replat Application

**Office Use Only**  
 Zoning File # \_\_\_\_\_  
 PC Application# \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Received By \_\_\_\_\_  
 Amount Due: \$20.00  
 Paid By: (Circle One)  
 Check # \_\_\_\_\_ Cash

Rev 2/13

[www.newarkohio.net/government/boards/commissions/planning-commission](http://www.newarkohio.net/government/boards/commissions/planning-commission)

### 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).

Property Type	P1	P2	P3	Structure?
Vacant Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes

**Proposed Use:** (Please indicate which property).

Property Type	P1	P2	P3	Structure?
Vacant Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes
Industrial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes

### Additional Comments

Reason for Request:

**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/Treasurer> to printout Real Estate Tax parcel information and a parcel map. The Licking County Engineer’s Office is located at 20 South 2<sup>nd</sup> St (3<sup>rd</sup> 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 (1<sup>st</sup> 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.