



Engineering & Zoning
 40 W. Main St.
 Newark, OH 43055
 (740) 670-7729
 Fax (740) 349-5911
www.newarkohio.net

City of Newark
Zoning/Sign/Fence
Application for Certificate of
Plan Approval

Office Use Only

Application # _____
 Application Date: _____
 Date Paid: _____
 Paid: Check Cash
 (Circle one)
 Check Number _____
 Amount \$ _____

Project	Nature of Project: <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> New Construction <input type="checkbox"/> Change of Occupancy/Use <input type="checkbox"/> Sign <input type="checkbox"/> Fence <small>Please note, demolitions require a separate application. Upon completion, print to .pdf prior to printing to your printer to ensure proper formatting.</small>			
	Description of Project:			
	Address of Project (Number & Street):			Auditor's Parcel #:
	Current Zoning District:	Lot #:	Subdivision Name:	Entrance to Subdivision is off of:
	On the <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West side of street:			Site Telephone:
	Between the intersection of: (give streets)			Site Fax:
	Flood Hazard area? <input type="checkbox"/> N/A <input type="checkbox"/> Floodway <input type="checkbox"/> 100 Yr <input type="checkbox"/> 500 Yr			Sewer System: <input type="checkbox"/> Public <input type="checkbox"/> Private
	Flood Zone:		Airport: Yes <input type="checkbox"/> No <input type="checkbox"/>	Water System: <input type="checkbox"/> Public <input type="checkbox"/> Private
	Is this property part of a Homeowners Association? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	If yes, has the HOA been notified of this Plan? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Board	Has there been a Board of Zoning Appeals (BZA) variance granted for this project?	
	Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
If yes, BZA Application # _____		

Owner	Property Owner:			Telephone:
	Address:			E-mail:
	City:	State:	Zip:	Fax:

Applicant	Applicant Name:		Same as above: <input type="checkbox"/>	Telephone:
	Address:			E-mail:
	City:	State:	Zip:	Fax:

Contractor	Contractor Name:		Same as above: <input type="checkbox"/>	Telephone:
	Address:			E-mail:
	City:	State:	Zip:	Fax:



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Use

Last or present Occupancy or Use: _____

Proposed Occupancy or Use: _____

Project Floor Area	Calculate building area as follows: - Measure to outside of walls for dimensions - Include supported canopies as measured from the center lines of the furthest columns or supports - Do not include roof or canopies which cantilever from the building	New Construction, Additions, Alterations, Change of Use	Project Floor Area (Sq Ft)
		Basement (excluding garage)	
		First Floor (excluding garage)	
		Floor 2,3,4, etc.	
		Subtotal	
		Garage / Porch / Deck / Shed	
	Total Project Floor Area		

Sign

This Application for a Sign Certificate must include the following:

Plan for each sign indicating the type, size and description.
 Site Plan, indicating the location of each sign.
 Insert the information for each sign, selecting all applicable details in the boxes on this form.
 Label the sign on the Site Plan with the appropriate **Sign #** from the box below.
 Payment of all applicable fees as given in the Application for Certificate of Plan Approval

[For additional signs, use the supplemental sheet provided by this office.](#)

Sign 1: Sign Face Area: _____ sq ft Sign height above grade _____ feet

<input type="checkbox"/> Freestanding	<input type="checkbox"/> Off-premises	<input type="checkbox"/> Illuminated
<input type="checkbox"/> Monument	<input type="checkbox"/> Variable Message Electronic	<input type="checkbox"/> Non-illuminated
<input type="checkbox"/> Building	<input type="checkbox"/> Variable Message Mechanical	<input type="checkbox"/> Other _____
<input type="checkbox"/> On-premises		(Per Definitions - Ord. 08-33 Art 135)

Sign 2: Sign Face Area: _____ sq ft Sign height above grade _____ feet

<input type="checkbox"/> Freestanding	<input type="checkbox"/> Off-premises	<input type="checkbox"/> Illuminated
<input type="checkbox"/> Monument	<input type="checkbox"/> Variable Message Electronic	<input type="checkbox"/> Non-illuminated
<input type="checkbox"/> Building	<input type="checkbox"/> Variable Message Mechanical	<input type="checkbox"/> Other _____
<input type="checkbox"/> On-premises		(Per Definitions - Ord. 08-33 Art 135)

Required Documentation

Original Application

Site Plans showing the location and uses of all existing buildings as well as any new construction covered under this Certificate Application. **2 copies of the Site Plan are required for 1, 2 and 3-family residential drawings as well as other accessory uses. 4 copies of the Site Plan are required for all other uses.**

Payment of applicable fees. Make check payable to "City of Newark."

Signature

I understand that no excavation, construction, or structural alteration, electrical or mechanical installation or alteration of any building, structure, sign, or part thereof and no use of the above shall be undertaken or performed until the certificate applied for herein has been approved and issued by the City of Newark. **Property pins must be present prior to inspection.**

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE LISTED INSTRUCTIONS

Signature of Applicant: _____ Date: _____



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Zoning Fees

		Project floor area - sq ft	Fee per sq ft	Fees
Structures	Application Fee (Minimum for all Certificates)			\$22.50
	Residential - 1, 2 & 3 Family Dwellings (Maximum Fee \$225)		\$0.09	
	Commercial, All other Structures (Maximum Fee \$450)		\$0.09	
	Residential - Accessory Structures Fee \$7.50 - Fences, Garages, Sheds, Decks***	enter fee or 0		
	Change of Occupancy/Use		\$0.00	\$0.00
	TOTAL(tab out of last field to auto-calculate)			Total Structure Fee

***Fences, Garages, Sheds, Decks (detached), Porch (with no roof or sidewalls). \$7.50 fee will show in the total if box is checked.

		# of signs this size	Fee per sign	Fees
Signs	Application Fee (Minimum for all Certificates)			\$22.50
	Sign Face Area = 1 – 10 Sq Ft		\$30.00	
	Sign Face Area = 11 – 40 Sq Ft		\$120.00	
	Sign Face Area = 41 – 100 Sq Ft		\$180.00	
	Sign Face Area = 101 - 300 Sq Ft		\$255.00	
	TOTAL(tab out of last field to auto-calculate)			Total Sign Fee

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Status	Date	Examiner Signature	Date Notified
<input type="checkbox"/> Incomplete			
<input type="checkbox"/> Disapproved			
<input type="checkbox"/> Approved			
<input type="checkbox"/> Hold		Reason:	