



Newark Planning Commission

ZONING DISTRICT CHANGE OVERVIEW

1. The owner / applicant obtains a blank Zoning District Change Application and Zoning District Change Overview from the Engineering / Zoning Division, or from the City's website at <https://www.newarkohio.gov/planning-commission>
2. The owner / applicant assembles the following information with the application form:
 - a. A Tax Map and Auditor's Parcel Number for the parcel(s) to be re-zoned (available from Licking County Engineer.)
 - b. A legal description of the parcel(s) to be re-zoned (typically a survey of the property or valid deed description)
 - c. A drawing or map showing the location of all buildings on the parcel (Google aerial photo is acceptable.)
 - d. Application Fee of \$300.00, cash or check. Make check payable to "City of Newark".
3. The owner schedules a review of the proposed zoning and legal description of the property with the [City Engineer](#) to ensure submitted items are acceptable . (Call 740-670-7727 to schedule an appointment for review)
4. The owner completes the application and returns it to the [Engineering/Zoning Division](#). A fee of \$300 is paid at the time of application. Make check payable to "City of Newark".
5. The application is assigned a file number and a case file is established by Engineering/Zoning.
6. A list of property owner's names and addresses within 300 feet radius of the property will be prepared by the Engineering Division, based on info available from the Licking County Auditor.
7. The file is given to the [Clerk of Council](#) who forwards it to the [Law Department](#) for preparation of zoning change legislation.
8. The Clerk of Council places the legislation on a Service Committee Agenda for consideration.
9. Service Committee Meeting is held, reviews legislation and forwards to Council for a 1st reading of the zoning change legislation.
10. **Council Meeting #1 is held, Council reads legislation** and refers to Planning Commission for public hearing.
11. The Planning Secretary receives the file from the Clerk of Council and schedules Planning Commission Meeting #1 (not earlier than 15 days after the 1st reading of Council, per Charter) and sets a Public Hearing to receive comments on the proposed zoning district change.
12. A Public Hearing Notice is sent to The Newark Advocate newspaper, scheduled to be published 1 time at least 7 days prior to the date of the Public Hearing.
13. A Public Hearing Notice and Property Owner Notice (address list provided by Engineering Division) is sent to all property owners within 300 feet of any property in the proposed district change. The property owner / applicant is also notified.

14. A Public Hearing Agenda is included on the Planning Commission Agenda (posted Friday prior to the scheduled Planning Commission Meeting, includes a copy of the Property Owner Notice and Public Hearing Notice)
15. **A Planning Commission Meeting #1 - Public Hearing is held** to hear comments on the proposed District Change and request Planning Director recommendation.
16. The District Change Application is submitted to the Planning Director for recommendation to approve as submitted, approve with modifications or restrictions, or to deny the request. (recommendation within 30 days after the Public Hearing)
17. **A Planning Commission Meeting #2 is held** to hear the Planning Director's recommendation. The Planning Commission will accept, deny or modify the recommendation and forward it to City Council for the 2nd reading of district change legislation.
18. Within 5 business days after Planning Commission's vote, the Planning Commission's written recommendation shall be forwarded to the Clerk of Council.
19. The Clerk of Council schedules the legislation on the next available Council agenda for another Public Hearing before Council, which also serves as the 2nd reading of the district change legislation. (The selected Council agenda must take into account that the Public Hearing Notice must be scheduled to be published in the newspaper 1 time at least 7 days prior to the date of the Public Hearing.)
20. The Clerk of Council sends a Public Hearing Notice to The Newark Advocate newspaper, scheduled to be published 1 time at least 7 days prior to the date of the Public Hearing / Council meeting.
21. **A Public Hearing is held at City Council meeting (Council Meeting #2)** to hear the Planning Commission recommendation and **Council vote to on the proposed Zoning District Change**. (Council vote is required within 60 days after PC recommendation)
 - a. An affirmative vote of at least 6 Council members shall be necessary to adopt or defeat a zoning ordinance as to which the Planning Commission has recommended approval or has made no recommendation.
 - b. An affirmative vote of at least 7 Council members shall be necessary to adopt a zoning ordinance as to which the Planning Commission has recommended against approval.
22. Minutes of the Council Meeting and a copy of the Ordinance are given to the Planning Secretary to include in case file.
23. A copy of the approved Zoning District Change legislation is given to Engineering Division in order to update City Zoning Map and other records.