



City of New Philadelphia

150 E High Avenue
New Philadelphia, OH 44663

For Office Use Only

Permit No. _____

Date: _____

Fee: _____

Business Type: _____

BOA: _____

CERTIFICATE OF ZONING COMPLIANCE

New businesses within New Philadelphia must apply for a certificate of zoning compliance. All fees are nonrefundable per Ordinance 1309.04(a). Please make checks payable to the City of New Philadelphia.

Property Information

Property Address: _____	Parcel No.: _____
Lot Number: _____	Flood Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a flood study may be required.)
Zoning: <input type="checkbox"/> Residential R-1 <input type="checkbox"/> Residential R-2 <input type="checkbox"/> Residential R-3 <input type="checkbox"/> Mobile Home Park MHP <input type="checkbox"/> Office Transitional District OTD <input type="checkbox"/> Public Facilities PF	
<input type="checkbox"/> Central Business District CBD <input type="checkbox"/> Neighborhood Business District NBD <input type="checkbox"/> Regional Business District RBD <input type="checkbox"/> General Industrial GI	

Owner Information

Owner's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Lessee Information

Lessee's Name: _____	Phone No.: _____
Address: _____	
Email: _____	

Zoning Compliance Business Information - \$50.00 fee

Business Name: _____	Type of Business: _____
Start Date: _____	No. of Employees: _____
Will you have Signage? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, a Signage Permit will be needed.)	FID/SSN: _____

Additional Information

If there is any additional information you would like to provide about your business, please do so below:

Applicant Certification Statement

I hereby declare, under the penalties provided by the zoning ordinance for violations thereof, that the statements made relative to the business described in this application for a Certificate of Zoning Compliance are, to the best of my knowledge and belief, true and correct. I acknowledge that, per Ordinance 1103.12, "It shall be unlawful to use or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use until a Certificate of Zoning Compliance shall have been issue therefore by the Director of Public Service stating that the proposed use of the building or land conforms to the requirements of this Zoning Code." I also understand that if my permit application is rejected by the Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$100.00 fee but must prove a hardship as to why I am asking the Board for a zoning variance request.

Print Name

Applicant's Signature

Date

Review by Code Administrator

<p>Approved</p> <p>Your Certificate of Zoning Compliance permit has been approved. You may operate your business according to the information provided herein.</p>
<p>_____ Signature of Code Administrator</p>
<p>_____ Date</p>

<p>Rejected</p> <p>Your Certificate of Zoning Compliance has been rejected due to the use not being permitted within the specific zoning district per the following ordinance:</p> <p>Ordinance: _____</p>
<p>_____ Signature of Code Administrator</p>
<p>_____ Date</p>

Board of Zoning Appeals - \$100.00 fee

<p>Please state the reason you are requesting a variance: _____</p>	
<p>_____ Signature of Applicant</p>	
<p>_____ Date</p>	
<p><input type="checkbox"/> Fee Paid <input type="checkbox"/> Hardship Proven <input type="checkbox"/> Variance Granted <input type="checkbox"/> Variance Denied</p>	<p>_____ Signature of BoA Chairman/Acting Chairman</p>
<p>_____ Date</p>	