

Mayor Ronald B. Brodzinski  
150 East High Avenue, Suite 102  
New Philadelphia, Ohio 44663  
Phone: 330-364-4491, X242 Fax: 330-343-2489

## ZONING PROCEDURE

Contact the Mayor, Chairman of Planning Commission.

Mayor's Office at 330-364-4491, X242 to inquire and receive information on procedures.

Property owner must submit a letter of request, (3) plat maps and 1 reduced to at least 8 1/2 x 14, a legal description and a \$100.00 filing fee to the Chairman of the Planning Commission (Mayor or his designee) to the Mayor's office located in the John Knisely Municipal Centre at 150 East High Avenue, Suite 102. (Check should be made payable to the City of New Philadelphia)

Your item will be put on the agenda for the first available meeting. Currently, meetings are normally scheduled for the second Wednesday of each month in Council Chambers.

All requests must be received by 3 weeks before the meeting date.

You must provide the names and addresses of the property owners adjacent, across the street, and within 200 feet so that the proper notice of the meeting can be given.

A Planning Commission meeting will be held to discuss and vote on the issue. Regardless of the outcome of the vote, the request will be given to Council President to be assigned to the Zoning & Annexation Committee.

Zoning & Annexation will meet and vote on the request. If there is a "no" vote the issue dies. If there is 2/3 of a "yes" vote, the Chairman of Zoning and Annexation will contact the Law Director to draw up an ordinance.

A public hearing will be held after a 30-day newspaper notice; for ten or less parcels written notice shall be mailed by the Clerk to owners of parcels contiguous to and directly across the street.

Passage by Council requires 3 readings. You will be responsible to reimburse any costs involved to publish the Ordinance.