

City of New Philadelphia
Certificate of Zoning Compliance
Application



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COZC Application

Thank you for applying for a Certificate of Zoning Compliance. All information needed to complete the application is contained in this packet.

What is a Certificate of Zoning Compliance?

A Certificate of Zoning Compliance certifies that a building or structure, or the use of a building or structure, complies with the City's zoning code. Refer to Ordinance 1131.03 for further details.

Who needs to apply for a Certificate of Zoning Compliance?

Any new business moving into New Philadelphia will need to apply for a Certificate of Zoning Compliance, whether the business is moving into an existing structure or is new construction.

How long will it take for my permit to be approved?

Usually, it takes 5 to 7 business days for the certificate to be approved but it could take longer depending on the availability of the Service Director or Code Administrator.

How much does it cost?

The fee for a Certificate of Zoning Compliance is \$30. All fees are nonrefundable.

Does my certificate expire?

The certificate of zoning compliance will expire when the business moves out of the current property to another location.

What if my certificate application is denied?

If your certificate application has been denied, you have the right to appear before the Board of Zoning Appeals to request a variance for a \$35.00 fee; however, you must prove a hardship to the Board as to why you need the variance request.

What do I do after my certificate has been approved?

After your certificate has been approved by the Service Director or Code Administrator, you will receive a call from this office letting you know you can pick up a copy for your records.

Additional Information

The codified ordinances for New Philadelphia can be found on our website at the following link: <https://www.newphilaoh.com/downloads/Complete-Codified-Ordinance.pdf>. You may use the Bookmarks tab on the right side of the screen (second icon down and looks like a little ribbon icon) to make navigation easier.

If you have any additional questions that have not been addressed by the information provided, please do not hesitate to reach out to the Service Director's Office at 330-364-4491 ext. 1275. We are open Monday through Friday from 8am until 4:30pm except for major holidays.



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 1153.02(d). Please make checks payable to the City of New Philadelphia.

Property Information

Property Address: _____	Parcel No.: _____
Zoning: <input type="checkbox"/> Residential <input type="checkbox"/> Office <input type="checkbox"/> Business <input type="checkbox"/> Business B <input type="checkbox"/> Central Business <input type="checkbox"/> Industrial	

Owner Information

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

Lessee Information

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

Zoning Compliance Business Information - \$30.00 fee per Ordinance 1309.01(a)

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

<p>If there is any additional information you would like to provide about your business, please do so below:</p> <hr/> <hr/> <hr/> <hr/>
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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 1141.02(a), "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;" and Ordinance 1141.02(b), "No nonconforming structure or use shall be renewed, changed or extended until a Certificate of Zoning Compliance shall have been issued by the Director of Public Service. The Certificate of Zoning Compliance shall state specifically wherein the nonconforming use differs from the provisions of this Zoning Code." I also understand that if my permit application is rejected by the Service Director or Code Administrator, I have the right to appear before the Board of Zoning Appeals for a \$35.00 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 Service Director or 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 Service Director or Code Administrator</p>
<p>Date</p>

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

Board of Zoning Appeals - \$35.00 fee per Ordinance 1309.01(a)

<p>Please state the reason you are requesting a variance: _____</p>	
<p>Signature of Applicant _____ Date _____</p>	
<p><input type="checkbox"/> \$35.00 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 _____ Date _____</p>