

Received:

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344  
Phone: (937.845.9492) • [planning@newcarlisle.net](mailto:planning@newcarlisle.net)

Permit No. \_\_\_\_\_

\_\_\_\_\_  
Authorized City Signature  
(Office Use)

**APPLICATION FOR  
ZONING PERMIT  
(NEW ADDITIONS / NEW CONSTRUCTION)**

**\*\*IMPORTANT INFORMATION – Please read before completing this application\*\***

- No building or structure shall be erected, moved, added to or structurally altered without first obtaining an approved Zoning Permit.
- Most new construction may require a Building Permit from Clark County Building Department as well. 937-521-2160
- Typically, Zoning Review of applications may take five (5) to 10 (10) working days. The City does have up to thirty (30) days after receipt of the application to approve or disapprove in conformity with the Zoning Code. Delays may be due to missing information or an incomplete application.
- All Zoning Permits shall be conditional upon the commencement of work within six (6) months of City Approval. If the work described in the Zoning Permit has not begun within six (6) months from the date of issuance, such permit shall expire and be revoked. If work has begun within six (6) months of issuance, the work must be completed within one and one half (1 ½) years of the issuance date.
- Contact Ohio Utilities Protection Services (OUPS) before any digging. Free Service Call 811 or 1-800-362-2764
- Please check any Plat Covenants and Restrictions prior to applying.
- The City of New Carlisle is not responsible for any structures erected within an easement.
- Approved Permit will not be issued until all Fees are paid in full.

**APPLICANT INFORMATION (REQUIRED)**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT SITE INFORMATION (REQUIRED)**

Address for Permit: \_\_\_\_\_

Zoning District: \_\_\_\_\_

(Office Use)

Owner of Property: \_\_\_\_\_ Owners Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_  
Street City State Zip

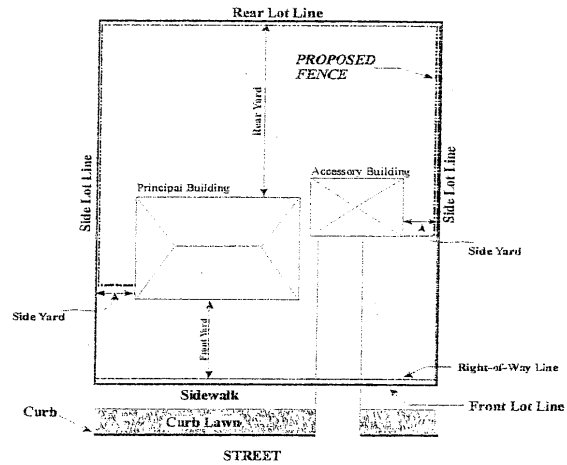
Email: \_\_\_\_\_

APPLICATION FOR ZONING PERMIT (NEW ADDITIONS / NEW CONSTRUCTION) CONTINUED

RESIDENTIAL ADDITION PLOT PLAN EXAMPLE



Example of Diagram



NOTE: Be sure to show the dimensions of the lot and buildings

**\*\*REQUIRED FOR ALL ZONING PERMITS\*\***

**Prepare a detailed site drawing of the proposed construction project.**

A. Site plans should include the following information:

1. Existing property lines with dimensions.
2. Location of all existing structures on property.
3. Dimensions of existing structures and total square footage.
4. Set back distances of existing structures from all property lines.
5. Location and dimensions of proposed construction.
6. Set back distances of proposed structures from all property lines.
7. Height of all existing and proposed structures.
8. All existing and proposed uses on the property.
9. All application Fees paid.

**FEES**

New Residential Construction  
(1&2 Family) - \$125

Residential Additions - \$50 +  
\$1 Per 100 sq.ft.

Multiple Family Construction  
- \$80 per Unit

Non-Residential Construction  
- \$150 +  
\$1 per 100 sq.ft. over 1,000 sq.ft.

**Submit all required plans and application to the City for review**

- Dropped off at City Office, Attention Planning Department
- Emailed: [planning@newcarlisle.net](mailto:planning@newcarlisle.net)
- Mailed to City Office: 331 S. Church St, New Carlisle, Ohio 45344, Attention Planning Department

**PROJECT INFORMATION (REQUIRED)**

Type of Project: \_\_\_\_\_ Scheduled Work Start Date: \_\_\_\_\_  
*Room addition, Covered patio, New Residential, ect...*

Structure Square Footage: \_\_\_\_\_  
*(length x width)*

**Applicant Signature (REQUIRED)**

The owner, or owner authorized contractor, certifies the information contained in this application is true and accurate to the best of their knowledge and agrees to comply with the City of New Carlisle's Zoning Regulations.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_