



Procedures For Obtaining A Zoning Permit

1. **Obtain an application from the City of New Carlisle.**
 - A. Applications may be picked up at the City Offices located at 331 S. Church St.
 - B. Applications may be downloaded from the City's website - www.newcarlisle.net.
 - C. Applications may also be mailed upon request.
2. **Complete all information and sign the application.**
 - A. Property owner's signature is required on all permits.
 - B. Please note that some requested information may not be applicable to every project.
3. **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.
 - B. Drawings are still required for sign and fence permits and must include dimensions, location, and total sign area.
4. **Submit the required information to the City for review.**
 - A. Application and drawing may be dropped off at the City Offices.
 - B. Application and drawing may be returned by mail.
 - C. Application and drawing may be emailed to thoward@newcarlisle.net
 - D. All information will be reviewed by City Staff.
 - E. Typically, two working days will be needed for review.
5. **Applicant will be contacted after the information has been reviewed.**
 - A. Additional information or clarification may be needed from the applicant.
 - B. Approved permits may be picked up at the City Offices.
 - C. All required fees must be paid in full at the time the permit is issued.
6. **Follow up inspections will be performed by City staff.**
7. **Any questions please contact the City of New Carlisle Planning Dept. at 937-845-9492.**