



# Zoning Verification Request Form



The purpose of a zoning verification letter is to provide information as to the existing zoning on the subject property, permitted uses, and compliance of proposed uses. **The letter does not verify building code compliance (including a certificate of occupancy) or code enforcement compliance.**

This application must be complete and accompanied by the required fee as indicated. All fees must be paid by money order or check made payable to City of Springfield, Ohio and are non-refundable. Each address must be submitted separately. **Please allow a minimum of ten (10) business days to process your request.**

Zoning Letter \$25.00

## **APPLICATION INFORMATION:**

Applicant: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone - Work: \_\_\_\_\_ Cell/Home: \_\_\_\_\_

Property Address or Location: \_\_\_\_\_

Property Parcel Number: \_\_\_\_\_

Legal Description (may be attached): \_\_\_\_\_

Current Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

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

Plot Plan of Lot (show dimensions and locations of existing buildings and proposed buildings): \_\_\_\_\_

Building Heights: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_\_

Number of Off-Street Parking Spaces and Layout: \_\_\_\_\_

Location & Design of Access Drives: \_\_\_\_\_

**Application and payment shall be submitted to:**

City of Springfield  
Planning and Zoning Division  
76 E. High St.  
Springfield, OH 45502

## **SELF-HELP RESOURCES:**

- Codified Ordinances of Springfield-Zoning Code, Part Eleven. If you would like to view the Zoning Code of the City of Springfield, you can visit the following website: <http://www.springfieldohio.gov>
- Zoning Map. If you would like to view the Zoning Map of the City of Springfield, you can visit the following website: <http://gis.clarkcountyauditor.org/>