



FOR PLANNING USE ONLY

Case #: _____
Date Received: _____
Received by: _____
Application Fee: \$ _____
Review Type:
 Admin CPB BZA

A. PROJECT General Application

- 1. Project Name: _____
- 2. Application Type & Project Description (*attach additional information, if necessary*):

- 3. Address of Subject Property: _____
- 4. Parcel ID Number(s): _____
- 5. Full legal description attached? yes no
- 6. Size of subject property: _____
- 7. Current Use of Property: _____
- 8. Current Zoning of Property: _____

B. APPLICANT

- 1. Applicant's Status (*attach proof of ownership or agent authorization*) Owner
 Agent (*agent authorization required*) Tenant (*agent authorization required*)
- 2. Name of Applicant(s) or Contact Person(s): _____
Title: _____
Company (if applicable): _____
Mailing address: _____
City: _____ State: _____ ZIP: _____
Telephone: () _____ FAX: () _____
Email _____
- 3. If the applicant is agent for the property owner:
Name of Owner (title holder): _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

C. Additional Information

1. Is there any additional contract for sale of, or options to purchase, the subject property? Yes No

If "yes," list names of all parties involved:

Is the contract/option contingent or absolute? Contingent Absolute

I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.

Signature of Applicant

Signature of Co-applicant

Typed or printed name and title of applicant

Typed or printed name of co-applicant

State of _____ County of _____

The foregoing application is acknowledged before me this _____ day of _____, 20__, by

_____, who is/are personally known to me, or who has/have

produced _____ as identification.

NOTARY SEAL _____

Signature of Notary Public, State of _____



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

BOARD OF ZONING APPEALS - VARIANCE APPLICATION

Date _____

Property address _____

Section of the Zoning code applicable: _____

Purpose of this request, including the improvements or physical changes proposed if this application is approved: _____

Please include the following exhibits:

Exhibit A

A scale drawing with the dimensions of the property including existing and proposed buildings and their distances from lot lines, parking spaces, and adjoining streets and alleys. Please see example site plan. Additional copies may be required as needed.

Exhibit B

Mailing labels with the **names** and **tax mailing addresses** of all property owners within 200 feet of any part of the petitioned property and a label with the applicant's mailing address.

Directions for obtaining a list of Tax Mailing Addresses:

- Go to the Tax Map Department at the A. B Graham Building – 31 N Limestone Street, Springfield, OH 45502

Do not list tenants of properties or banks holding a loan on the property.

Basis for the requested action: Substantiate the reasons why you feel the Board of Zoning Appeals should grant your request. Be specific (attach additional pages if necessary).

An appeal for a variance to the Zoning Code cannot be granted by the Board of Zoning Appeals unless the following factors are shown to exist. Therefore, for each factor explain in detail how each applies to your appeal: (Please write on additional sheets of paper if you need more space).

1. The property in question cannot yield a reasonable return and there can be no beneficial use of the property without the variance. The variance would relieve a clearly demonstrable hardship approaching confiscation, as distinguished from a special privilege or convenience to the appellant.

2. The variance is not substantial, i.e. the modification in the requirement that is being requested is not a significant amount in comparison to the requirement.

3. The essential character of the neighborhood, i.e. adjacent properties, will not be substantially altered or suffer a substantial detriment as a result of the variance.

4. The variance will not adversely affect the delivery of governmental services such as water, sewer.

5. The property owner was not aware of the zoning restrictions when purchasing the property.

6. There is no other feasible method of solving the property owner's predicament.



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

PROPERTY OWNER AFFIDAVIT (IF NECESSARY)

To be filed in the Community Development Department, office of the Planning & Zoning Administrator.

Address: _____

Parcel No.: _____

Acreage: _____

Agent Name: _____

Agent Tax Mailing Address: _____

Agent Phone Number: _____

Owner Name: _____

Owner Tax Mailing Address: _____

Owner Phone Number: _____

Requested Action _____

(to be conducted by _____

Agent, authorized by _____

owner): _____

I hereby certify that:

I am the property owner of record. I authorize the above listed agent to act on my behalf for the purposes of this application.

Property owner signature: _____

Printed name: _____

Date: _____

The foregoing affidavit is acknowledged before me this ____ day of, _____ 20__,

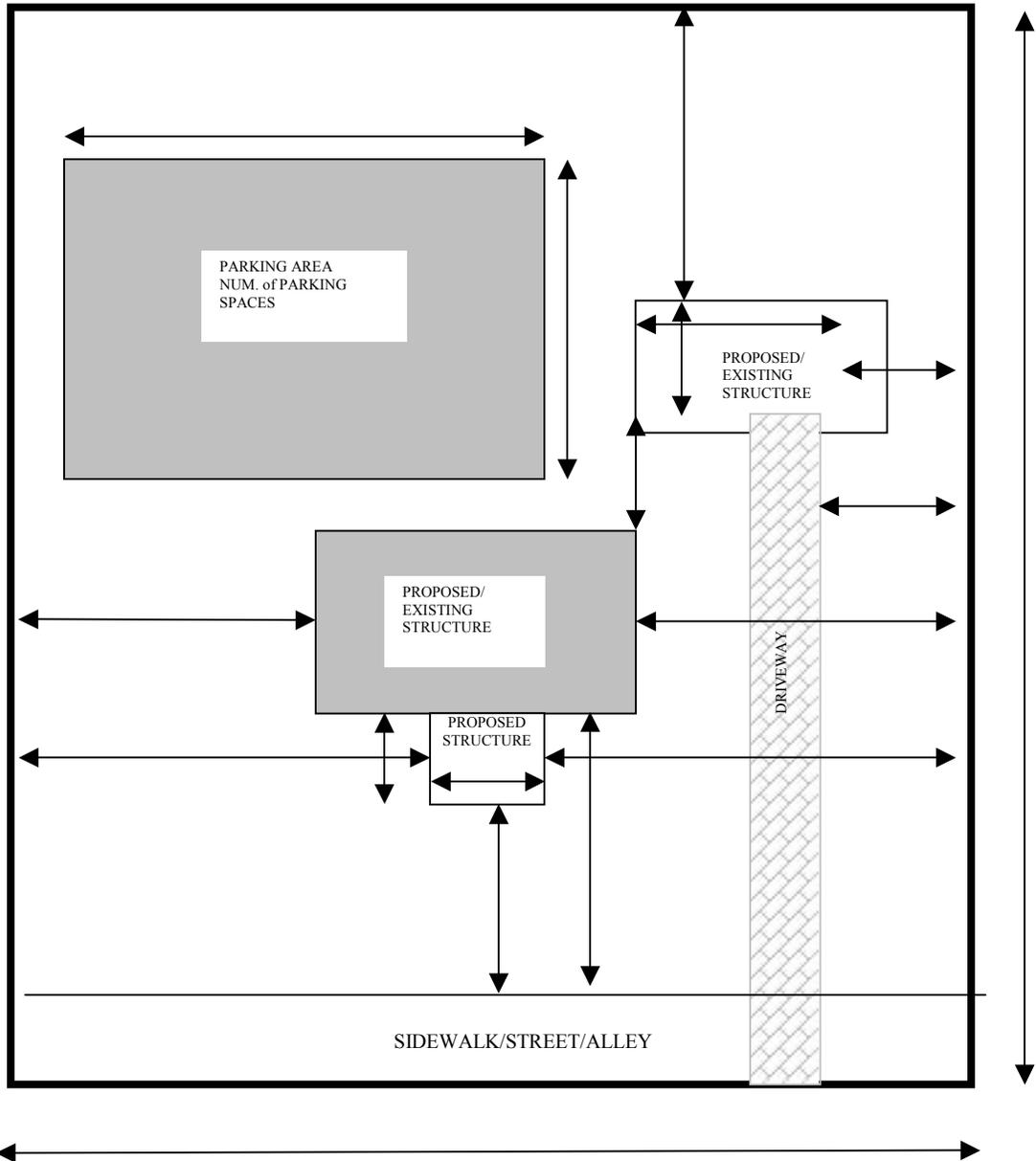
by _____, who is/are personally known to me, or

who has/have produced _____ as identification.

NOTARY SEAL _____

Signature of Notary Public, State of _____

SAMPLE SITE PLAN



Directions:

- 1) Show all dimensions of existing & proposed structures and distances from property lines, streets, and alleys.
- 2) Show all dimensions of existing & proposed impervious surfaces (ie. concrete/blacktop surfaces)/parking areas, including number of parking spaces, and distances from property lines, streets, and alleys.
- 3) Indicate whether structures are covered or uncovered (ie. deck or porch with roof).

Application Check List

Please review for completeness

ITEMS TO BE SUBMITTED:

- General application.
- Proof of ownership or Property Owner Affidavit.
- Fee of \$57 (residential) or \$285 (commercial). Fee must be submitted with the application.
- Board of Zoning Appeals - Variance Application.
- Please include the following Exhibits (Exhibits are to be attached and made part of the petition):
 - Exhibit A: A scale drawing with the dimensions of the property including existing and proposed buildings and their distances from lot lines, parking spaces, and adjoining streets and alleys. See sample site plan.
 - Exhibit B: Mailing labels with the names and tax mailing addresses of all property owners within 200 feet of any part of the petitioned property.

Do not list tenants of properties or banks holding a loan on the property.)

Fees must be submitted at the time of application and will not be processed until after the board has heard the case.