



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. Existing Use of Property: _____
- 8. Existing 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

LOT SPLIT VARIANCE APPLICATION

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

This application is not considered filed unless all spaces are filled and the necessary items have been submitted. Any or all items may be rejected if not clearly discernible.

(PLEASE PRINT)

NAME OF APPLICANT: _____

ADDRESS: _____ PHONE: _____

NAME OF OWNER: _____

ADDRESS: _____ PHONE: _____

LOCATION OF LOT SPLITS:

City _____ County _____ Township _____

Section _____ Township _____ Range _____

SIZE OF TRACT BEFORE LOT SPLIT:

Parcel # _____ Acreage _____ Frontage on public road _____

Parcel # _____ Acreage _____ Frontage on public road _____

SIZE OF TRACT(S) AFTER SPLIT:

Lot # _____ Acreage _____ Frontage on public road _____

Lot # _____ Acreage _____ Frontage on public road _____

Lot # _____ Acreage _____ Frontage on public road _____

Lot # _____ Acreage _____ Frontage on public road _____

ITEMS TO BE SUBMITTED:

- Completed Application
- General Application
- Proof of Ownership or Owner Affidavit
- Written legal description (one for each split).
- Conceptual, to scale map showing lot split(s).
- Statement indicating reasons for the variance request.
- Fee of \$57 (res.) or \$285.00 (comm.).
- Mailing labels for adjoining property owners.



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 _____

Application Check List

Please review for completeness

ITEMS TO BE SUBMITTED:

- General application.
- Proof of ownership or Owner Affidavit.
- Written legal description for each split.
- Conceptual to scale map showing lot split(s).
- Lot Split Variance Application
- Statement indicating reason for variance.
- \$57 (res.) or \$285 (comm.) Fee (must be submitted with the application).
- Labels with names and tax mailing addresses of adjoining property owners.

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