



**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

PD, CC-2A, OPD-H OR G DISTRICT DEVELOPMENT PLAN/  
OR AMEND AN EXISTING DEVELOPMENT PLAN

Date \_\_\_\_\_

Property Address \_\_\_\_\_

Please check one:  OPD-H Dev Plan  CC-2-A Dev Plan  PD  G District

The undersigned petitions for the proposed/or amendment to the development plan for \_\_\_\_\_ acres at  
\_\_\_\_\_ (street address or simple location  
description):

**Exhibit A**

Attach either a metes and bounds description or subdivision and lot number description.

**Exhibit B**

Attach a site plan of the petitioned lands and all other properties within 200 feet.

**Exhibit C**

Two (2) sets of 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.

**Exhibit D**

Attach a full description of the proposed development plan/ or amendment to the development plan including a site plan and all required associated materials according to the zoning request.

**Exhibit E**

1. Does the proposed change in zoning conform to City's adopted Thoroughfare Plan? Will it adversely affect the capacity of the present road system in the area?
2. Are adequate sanitary sewer, water, and storm drainage facilities available?

**Exhibit F**

List reasons for the requested action.

The undersigned deposes and states that I am the owner or authorized agent of the property involved in this petition.

\_\_\_\_\_  
Signature

**AFFIDAVIT**

STATE OF OHIO                    )  
  ) SS:  
COUNTY OF CLARK                )

I, \_\_\_\_\_, being duly sworn, depose and say that I am an authorized agent of the development plan involved in this petition and that the foregoing signatures, statements, and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, and Zip Code

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



**CITY OF SPRINGFIELD**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING & ZONING DIVISION

PROPERTY OWNER AFFIDAVIT (IF NECESSARY)

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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 Property Owner Affidavit
- \$285 Fee (must be submitted with the application by the application deadline).
- Rezoning – Development Plan Application for PD, CC2, OPD-H, or G, complete with the following forms and attachments as indicated by the zoning code.
- Please include the following Exhibits:
  - Exhibit A: Metes and bounds legal description or subdivision and lot number description (this can be obtained at the A.B. Graham Building).
  - Exhibit B: Plot plan of the petitioned lands and all other properties within 200 feet (this can be obtained at the A. B. Graham Building).
  - Exhibit C: Two sets of mailing labels with the names and tax mailing addresses of all property owners within 200 feet of any part of the petitioned property and the applicant's name and address.
  - Exhibit D: A full description of the proposed planned development plan/ or amendment to the development plan including site plan and all required associated materials according to zoning request (7 copies of Development Plan – (1) 8.5 x 11 scaled, 6 copies 18 x 24 scaled).
  - Exhibit E: Statement of regulation compliance
  - Exhibit F: List reasons for the requested action

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