



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/>

