



FOR PLANNING USE ONLY Case #: _____ Date Received: _____ Received by: _____ Application Fee: \$ _____ Review Type: <input type="checkbox"/> Admin <input type="checkbox"/> CPB <input type="checkbox"/> BZA
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A. PROJECT General Application

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

2. Address of Subject Property:

3. Parcel ID Number(s):

4. Full legal description attached? yes no

5. Size of subject property:

6. Existing Use of Property:

7. 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 Ohio

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by
_____ (name of person acknowledged).

(seal)

Notary Public Signature

My commission expires: _____



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION
Parking lot 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)

Date _____

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____

Owner Name: _____

Address: _____ Phone: _____

Location of Parking Lot: _____

Number of Spaces _____ @ \$1.00 ea _____

Zoning Fee: \$150.00 Eng.Fee: TBD _____ Total Cost \$ _____

Permit Date: _____ Completion Date: _____
(6 months)

Parking lot and landscaping must meet all code requirements within six (6) months from date of permit issuance.

Applicant Signature

Planning and Zoning Approval _____

Engineering Approval _____



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: _____

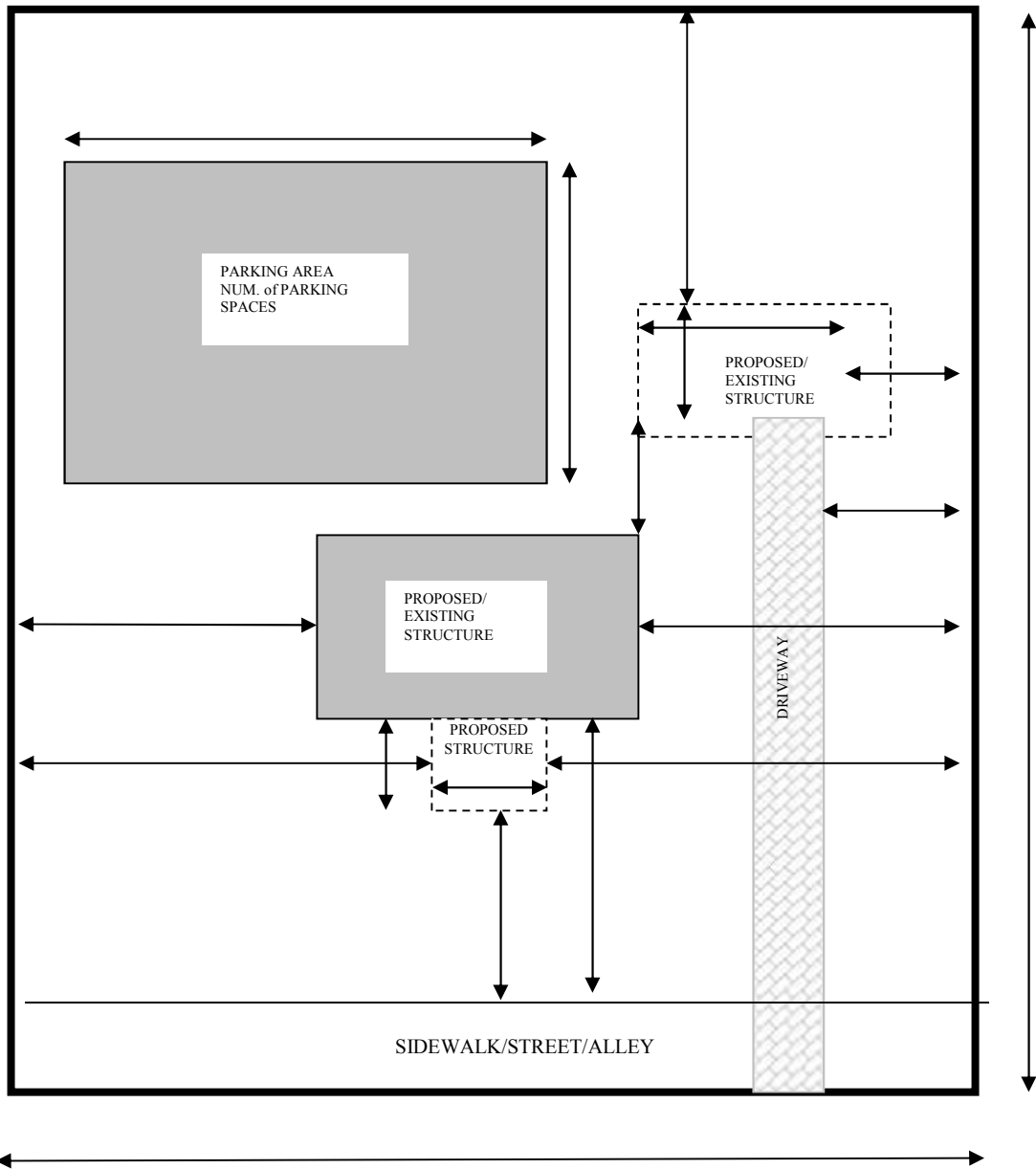
Date: _____

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:

- Parking Lot Application
- General application.
- 2 copies of site plan: A scale drawing with the dimensions of the property with existing and proposed hard surfaces and their distances from lot line, parking spaces and drive /aisle area to scale, landscaping and adjoining streets and alleys (sample plot plan attached). Please provide in 8.5x11 format.
- Reasons for the requested action.
- Stormwater Management Plan and Report (Includes Stormwater Calculations; Refer to Chapter 961 of the S.C.O.)
- Notice of Intent (NOI) from Ohio EPA for sites that disturb one (1) acre or more.
- Proof of ownership or Owner Affidavit.
- \$150 + \$1/parking space fee. Additional review fees apply if more than one (1) acre of land is disturbed. See S.C.O. 961.

Fees must be submitted at the time of application.