



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

BOARD OF ZONING APPEALS APPLICATION

Date: _____

Property address: _____

Requested Action: ___ Conditional Use
 ___ Interpretation of the Zoning Code or Map
 ___ Change of a Nonconforming Use
 ___ Other

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.

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

Application Check List

Please review for completeness

ITEMS TO BE SUBMITTED:

- Proof of ownership or Property Owner Affidavit.
- General Application
- Site plan
- Fee of \$57 (residential) or \$285 (commercial). Fee must be submitted with the application.
- Board of Zoning Appeals 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.

Fees must be submitted at the time of application.