



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 (3 copies – 1 copy 8.5 x 11, 2 copies 18 x 24). Please see example site plan.

Exhibit B

Attach mailing labels with the names and tax mailing addresses of all property owners within 200 feet of any part of the petitioned property.

First obtain the permanent parcel numbers from the GIS Office in the A. B. Graham Building; then the property owners' names from the Auditor's Office; and then the property owners' tax mailing addresses from the Treasurer's Office. Do not list tenants of properties or banks holding a loan on the property.

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).
