



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

BOARD OF ZONING APPEALS - VARIANCE APPLICATION

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Date \_\_\_\_\_

Property address \_\_\_\_\_

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 (7 copies – 5 copies 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 (attach additional pages if necessary).

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An appeal for a variance to the Zoning Code cannot be granted by the Board of Zoning Appeals unless the following factors are shown to exist. Therefore, for each factor explain in detail how each applies to your appeal: (Please write on additional sheets of paper if you need more space).

1. The property in question cannot yield a reasonable return and there can be no beneficial use of the property without the variance. The variance would relieve a clearly demonstrable hardship approaching confiscation, as distinguished from a special privilege or convenience to the appellant.

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2. The variance is not substantial, i.e. the modification in the requirement that is being requested is not a significant amount in comparison to the requirement.

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3. The essential character of the neighborhood, i.e. adjacent properties, will not be substantially altered or suffer a substantial detriment as a result of the variance.

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4. The variance will not adversely affect the delivery of governmental services such as water, sewer.

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5. The property owner was not aware of the zoning restrictions when purchasing the property.

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