



CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING & ZONING DIVISION

GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS

The following information is designed to help you successfully complete an application. If you have any questions, please call the Planning & Zoning Division at (937) 324-7372. A completeness review of the application will be conducted within 3 days of receipt. *If the application is incomplete, the applicant will be contacted and asked for the balance of the material. If after a week from submission the application is still incomplete and the applicant has not supplied needed material, the application and fee will be returned to the applicant.*

STAFF

Lot split

1. Lot Split Application
 2. Written legal description (one for each split)
 3. Plat of survey map of lot split
 4. Deed Executing lot split and any lot combination
 5. \$10 application fee/ per lot
- Applications submitted without fees will not be processed.*

Parking Lot Permit

1. Parking Lot Application
 2. General application.
 3. 2 copies: A scale drawing with the dimensions of the property with existing and proposed hard surfaces and their distances from lot line, parking spaces, and adjoining streets and alleys (sample plot plan attached). Please provide in 8.5X11 format.
 4. Reasons for the requested action.
 5. Proof of ownership or Owner Affidavit.
 6. \$25 + \$1/parking space fee.
- Applications submitted without fees will not be processed.*

CITY PLANNING BOARD

Rezoning

1. General application.
2. Proof of ownership or Owner Affidavit.
3. \$285 Fee (must be submitted with the application by the application deadline).
4. Rezoning Application with the following forms and attachments listed below.
5. Please include the following Exhibits:
Exhibit A: Metes and bounds legal description or subdivision and lot number description (this can be obtained at the A.B. Graham Building).
Exhibit B: Plot plan of the petitioned lands and all other properties within 200

- feet (this can be obtained at the A. B. Graham Building).
- Exhibit C: Two sets of 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).
- Exhibit D: Rezoning request statement: List your reasons for the zoning district amendment.

Applications submitted without fees will not be processed.

Rezoning: PD, CC2A, OPD-H, or G, or amendment to an existing Development Plan in a PD, CC2A, OPD-H, or G Zoned District

1. General Application
2. Proof of Ownership or Property Owner Affidavit
3. \$285 Fee (must be submitted with the application by the application deadline).
4. Rezoning – Development Plan Application for PD, CC2, OPD-H, or G, complete with the following forms and attachments as indicated by the zoning code.
5. Please include the following Exhibits:
 - Exhibit A: Metes and bounds legal description or subdivision and lot number description (this can be obtained at the A.B. Graham Building).
 - Exhibit B: Plot plan of the petitioned lands and all other properties within 200 feet (this can be obtained at the A. B. Graham Building).
 - Exhibit C: Two sets of 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).
 - Exhibit D: A full description of the proposed planned development plan/ or amendment to the development plan including site plan and all required associated materials according to zoning request (7 copies of Development Plan – (1) 8.5 x 11 scaled, 6 copies 18 x 24 scaled).
 - Exhibit E: Statement of regulation compliance
 - Exhibit F: List reasons for the requested action

Applications submitted without fees will not be processed.

Right-of-Way Alley Vacation

1. Right-of-Way Vacation Application with attachments listed below.
2. General application.
3. \$90 (res.) or \$180 (comm.) Fee (must be submitted with the application).
4. Please include the following Exhibits (Exhibits are to be attached and made part of the petition):
 - Exhibit A: A plot plan is to be attached which indicates the right-of-way to be vacated, the adjoining properties, and their owners.
 - Exhibit B: Two sets of mailing labels with the names and tax mailing addresses of all

property owners adjoining the petitioned right-of-way vacation (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).

Exhibit C: State the reasons for the requested right-of-way vacation. (These statements will be considered by the Planning Staff, the City Planning Board, and the City Commission as the request is reviewed).

Applications submitted without fees will not be processed.

Street Renaming

1. General Application
2. \$50.00 Fee (must be submitted with the application).
3. Street Renaming Application with attachments listed below.
4. Please include the following Exhibits (Exhibits are to be attached and made part of the petition):
 - Exhibit A: A plot plan is to be attached depicting the street to be renamed showing the current name of the street and the proposed name for the street.
 - Exhibit B: Two sets of mailing labels with the names and tax mailing addresses of all property owners on the street to be renamed. (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' mailing addresses from the Treasurer's Office).
 - Exhibit C: State the reasons for the requested street renaming.

Applications submitted without fees will not be processed.

Lot Split Variance

1. General application.
2. Proof of ownership or Owner Affidavit.
3. Written legal description for each split.
4. Conceptual to scale map showing lot split(s).
5. Lot Split Variance Application
6. Statement indicating reason for variance.
7. \$57 (res.) or \$285 (comm.) Fee (must be submitted with the application).
8. Labels with names and tax mailing addresses of adjoining property owners.

Applications submitted without fees will not be processed.

Subdivision Review

1. Subdivision Application Preliminary/Final Plat or both if submitting combined review.
2. Agreement to extend 30-day approval period.
3. 12 copies of Preliminary Plats (1 copy 8.5X11 scaled, 11 copies 18x24 scaled)
7 Copies of Final Plats (1 copy 8.5X11 scaled, 6 copies 18x24 scaled)
4. Proof of ownership or Owner Affidavit.
5. Zoning and Engineering review fees (must be submitted with the application).
Preliminary Plat: \$300 + \$10/lot - -(plan.) + \$750 (eng.) Final Plat: \$750 (eng.)

City of Springfield ■ Community Development Department ■ Planning & Zoning Division

6. Plats shall comply with 1205.02 of the subdivision regulations.
Application submitted without fees will not be processed.

BOARD OF ZONING APPEALS

Conditional Use Permit

1. General application.
2. Proof of ownership or Property Owner Affidavit.
3. Fee of \$57 (residential) or \$285 (commercial). Fee must be submitted with the application.
4. Board of Zoning Appeals Application
5. 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 (3 copies – 1 copy 8.5 x 11, 2 copies 18 x 24). See sample site plan.

Exhibit B: 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.)

Applications submitted without fees will not be processed.

Variance from Zoning Regulations

1. General application.
2. Proof of ownership or Property Owner Affidavit.
3. Fee of \$57 (residential) or \$285 (commercial). Fee must be submitted with the application.
4. Board of Zoning Appeals - Variance Application.
5. 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 (3 copies – 1 copy 8.5 x 11, 2 copies 18 x 24). See sample site plan.

Exhibit B: 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.)

Applications submitted without fees will not be processed.