



Zoning Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Received By: \_\_\_\_\_  
 Application Fee: \$1,145.00\*  
 (Planned Development: \$1,770.00\*)  
 Pre-Paid Advertising Fee: \$50.00\*  
 Total: \_\_\_\_\_

## APPLICATION FOR ZONING CLASSIFICATION CHANGE

The signers of this application ask the City Council of the City of Springfield, Missouri to approve a change on the described tract of land from the existing zoning classification of \_\_\_\_\_ District to a \_\_\_\_\_ District:

LAND DESCRIPTION (attach a copy of the deed of record or legal description as prepared by a land surveyor or attorney)

STREET ADDRESS (if the property has an address): \_\_\_\_\_

**We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application as required by the Zoning Ordinance of the City of Springfield.**

**CURRENT PROPERTY OWNER'S NAME(S):**

Name of current property owner(s): \_\_\_\_\_  
 (print or type)

If corporation: Corporate official: \_\_\_\_\_  
 (print or type) (corporate seal)

Property Owners' signature: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE** (It is not necessary for the property owner to sign if there is an authorized representative. That representative must sign below):

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this proceeding. A power of attorney is attached.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (print or type)

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOTE:** The Planning and Zoning Commission holds regularly scheduled meetings each month (contact the Zoning and Subdivision Services Office for a current processing schedule). A traffic impact analysis may be required before this request will be sent to Commission. **This application must be delivered to the Development Review Office no later than the application deadline date listed on the processing schedule. This application must be complete and all the items listed on the attached checklist must accompany the application or it will be returned to the applicant and will not be placed on the agenda.**

\* Fees are non-refundable

(Continued on next page)

Development Review Office  
 Planning and Development Department  
 840 Boonville, P.O. Box 8368, Springfield, MO 65801  
 (417) 864-1611 Fax (417) 864-1882

GENERAL QUESTIONS ON ZONING  
(print or type)

1. Are you the owner, lessee or authorized representative? \_\_\_\_\_
2. When did you purchase the property? \_\_\_\_\_
3. What is the current use of the property?  
\_\_\_\_\_  
\_\_\_\_\_
4. Why are you asking for a change in zoning? What is the proposed use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If the rezoning is approved, does the applicant intend to develop the property? \_\_\_\_\_  
\_\_\_\_\_

**NOTES:**

**Requests for Tabling. Any applicant may request that the Commission table their application by submitting such request in writing to Zoning & Subdivision Services at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Commission may, upon good cause shown, table such item upon its own motion.**

**Neighborhood Meeting. This meeting is required as part of the application process. For more details, see the page of the rezoning checklist titled “Exhibit 1: City Council Policy for Developer/Neighborhood Meetings.”**

## EXHIBIT 1

### **CITY COUNCIL POLICY FOR DEVELOPER/NEIGHBORHOOD MEETINGS SPRINGFIELD, MISSOURI**

For all development applications involving an advertised public hearing, City Council requires developers to hold a neighborhood meeting and invite the neighborhood surrounding their project along with any recognized neighborhood organizations.

It is recommended the neighborhood meeting be held early enough to provide adequate time for the developer to negotiate with the neighborhood to attempt to resolve any issues and provide any changes to staff to evaluate and include in the staff report. In no event, shall the neighborhood meeting take place any closer than twenty-one (21) days prior to the Planning and Zoning Commission public hearing. The developer should also allow adequate time for negotiation with the neighborhood to attempt to resolve any issues. Notice of the meeting shall be sent by first-class mail, postage paid, at least ten (10) days prior to the meeting, to at least one record owner of each property within at least five-hundred (500) feet of the development proposal. Notice shall also be sent by first-class mail, postage paid, at least ten (10) days prior to the meeting to all neighborhood association officers if there is a recognized neighborhood association.

It is strongly recommended the meeting be held on the property or in the vicinity of the property involved in the application. If this is not possible, an explanation shall be provided citing the reasons the meeting was held elsewhere. It is also strongly recommended the meeting be held during the time frame of 4:00 to 6:30 PM to allow more neighbors to attend before or after work. If the meeting is held during a different time frame than recommended, an explanation shall be provided indicating the reasons a different time was necessary.

The Planning and Development Department can provide a mailing list for a fee covering the cost of preparing the list. The Planning and Development Department also has a list of all recognized neighborhood associations with the mailing addresses of the association officers.

Following the neighborhood meeting and at least ten (10) days prior to the Planning and Zoning Commission public hearing, the developer shall submit a summary of the meeting to the Planning and Development Department using the attached format and including responses to the items listed on the template form. Additional information, such as letters from neighbors, shall be attached to the summary.

1. The names of everyone who attended the neighborhood meeting.
2. A list of the issues that were raised by the neighborhood.
3. The developer's responses to the issues (City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction, however, the developer must explain why the issues cannot be resolved. If staff determines the developer did not make a serious attempt to address the issues, staff shall recommend denial or tabling of the application.)

If the developer does not submit the information listed above at least ten (10) days prior to the Planning and Zoning Commission public hearing, the application shall be considered incomplete and the Commission shall, following the public hearing, table the case and continue the public hearing to the next meeting or a later meeting agreed to by the developer. The developer shall be responsible for the postage fees related to notifying the neighbors that the application will automatically be postponed.

## Exhibit 2

### NEIGHBORHOOD MEETING SUMMARY

1. Development Application:
2. Meeting Date and Time:
3. Meeting Location:
4. Number of invitations that were sent:  
How was the mailing list generated?
5. Number of neighbors in attendance (attach a sign-in sheet):
6. List the verbal comments and how you plan to address any issues:  
(City Council does not expect all of the issues to be resolved to the neighborhood's satisfaction, however, the developer must explain why the issues cannot be resolved)
7. List or attach the written comments and how you plan to address any issues:

N:\ADMIN\Projects-Current\Developer-Neighborhood Meeting Policy\dev-neigh meeting policy.doc

## NOTICE

Enclosed you have received a notice of a neighborhood meeting, submitted by the applicant to discuss a change in zoning status. In addition to the neighborhood meeting, Planning and Development Staff are available to meet with you or your neighborhood association representative(s) at City offices to discuss the proposed zoning changes, answer questions, and receive input directly from the neighborhood.

Staff submits a report with a recommendation to the Planning and Zoning Commission one week prior to the date of the Public Hearing before the Commission. If you have questions or desire to submit input for consideration we would request that you do so at the earliest opportunity so your views can be included in the staff report.

Cordially,

Mike MacPherson, Principal Planner  
Development Review Division

## Traffic Impact Worksheet

**Parcel Size:** \_\_\_\_\_

**Existing Development:** Zoning Classification: \_\_\_\_\_

Development Intensity: Floor Area: \_\_\_\_\_ sq. ft.      Dwelling Units: \_\_\_\_\_

**Proposed Development:** Zoning Classification: \_\_\_\_\_

Development Intensity: Floor Area: \_\_\_\_\_ sq. ft.      Dwelling Units: \_\_\_\_\_

**Calculation of Trip Generation:**

*Using the trip generation table on the back of this form for general zoning classifications or the tables for specific uses in Trip Generation, 7<sup>th</sup> Edition, Institute of Transportation Engineers, calculate the trip generation for a 24-hour period, the morning peak hour, and the evening peak hour for the existing and proposed development and the associated changes in trip ends.*

Trip Generation Calculation							
	Development Intensity	Daily Trip Ends		AM Peak Hour		PM Peak Hour	
		Trip Rate	Trip Ends	Trip Rate	Trip Ends	Rip Rate	Trip Ends
Existing Development							
Proposed Development							
Change							

**A Traffic Impact Statement is required when one of the following conditions is met:**

- The change in number of trips exceeds 100 for any peak hour, or 1,000 for the day.
- The change in number of trips exceeds 50 for any peak hour, or 500 for the day and the City Traffic Engineer has determined that the adjacent street does not meet current design standards, has an existing traffic volume with a level of service D or lower, has identified concerns for safety, or has other identified concerns requiring improvements.

**A Traffic Impact Statement is / is not required.** (Circle one)

Signed: \_\_\_\_\_

City Traffic Engineer

### Trip Generation for Zoning Classifications in Springfield, Missouri

Zoning Class	Description	Trip Rate (Trips per Acre)							Explanation (Assumed intensity (units or floor area ratio) for daily / AM peak / PM Peak trip rates)
		Daily Trips	AM Peak	% In	% Out	PM Peak	% In	% Out	
R-SF	Single Family Residential	48	4	25	75	5	64	36	5 units per acre at 9.6/0.75/1.01 trips per dwelling
R-TH	Residential Townhouse	53	4	16	84	5	67	33	8 units per acre at 6.6/0.51/0.62 trips per dwelling
R-LD	Low Density Multi-Family Residential	86	7	16	84	8	67	33	13 units per acre at 6.6/0.51/0.62 trips per dwelling
R-MD	Medium Density Multi-Family Residential	132	10	16	84	12	67	33	20 units per acre at 6.6/0.51/0.62 trips per dwelling
R-HD	High Density Multi-Family Residential	198	15	16	84	19	67	33	30 units per acre at 6.6/0.51/0.62 trips per dwelling
R-MHC	Manufactured Home Community	34	3	21	79	4	62	38	7 units per acre at 4.8/0.40/0.56 trips per dwelling
O-1	Low Intensity Office	120	17	88	12	16	17	83	0.25 FAR at 11/1.6/1.5 trips per 1,000 SF
O-2	Medium Intensity Office	480	70	88	12	65	17	83	1.0 FAR at 11/1.6/1.5 trips per 1,000 SF
GI	Government and Institutional Use	Traffic Study Required for Land Use Intensity Requirements of Each Case							
L	Landmarks	Traffic Study Required for Land Use Intensity Requirements of Each Case							
PD	Planned Development	Traffic Study Required for Land Use Intensity Requirements of Each Case							
LB	Limited Business District	470	11	61	39	40	48	52	0.25 FAR at 43/1.0/3.7 trips per 1,000 SF
GR	General Retail District	720	16	61	39	67	48	52	0.30 FAR at 55/1.2/5.1 trips per 1,000 SF*
HC	Highway Commercial District	720	16	61	39	67	48	52	0.30 FAR at 55/1.2/5.1 trips per 1,000 SF*
CS	Commercial Service District	720	16	61	39	67	48	52	0.30 FAR at 55/1.2/5.1 trips per 1,000 SF*
CC	Center City District	Traffic Study Required for Planned Land Use of Each Case							
RI	Restricted Industrial	52	7	83	17	7	22	78	LI, ITE Trip Generation pp. 108, 109, 110
LI	Light Industrial	52	7	83	17	7	22	78	LI, ITE Trip Generation pp. 108, 109, 110
GM	General Manufacturing	63	10	83	17	10	21	79	Ind. Park, ITE Trip Generation pp. 151, 152, 153
HM	Heavy Manufacturing	39	7	72	28	8	48	52	MFG., ITE Trip Generation pp. 179 – 183
IC	Industrial Commercial	840	18	61	39	78	48	52	0.35 FAR at 55/1.2/5.1 trips per 1,000 SF*

\* Trip generation rate for 200,000 SF using fitted curve rather than average rate