



## CHECKLIST FOR SPECIAL EXCEPTION APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete zoning special exception application and that you fill out the application form completely. Applications must be in the Development Review Office no later deadline day (see Processing Time Schedule). Applications received after the deadline will be processed for the following Board of Adjustment meeting. This application must be complete or it will be returned to the applicant and will not be placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Board of Adjustment.

<b>APPLICATION FORM:</b>	
	Have you included the legal description of the land involved in the special exception? You may attach the description on a separate sheet.
	Have you listed the address of the property?
	Have you checked which type of special exception is being requested?
	Have you listed the name, address and telephone number of the applicant? If the applicant is not the owner of the property, please include evidence of the consent and authority to act for the owner.
	Has the applicant signed the application form? If the applicant is a corporation, have you put the corporate seal on the application?
<b>FEES:</b>	
	Have you included the non-refundable application processing fee of \$949.00 and the recording fee of \$27.00?
<b>PROPERTY OWNERS LIST:</b>	
	Have you attached a list of property owners within 185 feet of the area for the proposed special exception that has been prepared by the Greene County Assessor, City of Springfield, Title Company, Abstract Company or Attorney? You may not prepare the list yourself.
<b>ENVELOPES:</b>	
	Have you included one plain, stamped ( <b>not metered</b> ), business size envelope with each name and address typed on the envelope for each name on the property owners list? Did you make sure that there is no return address on the envelopes?
<b>SITE PLAN:</b>	
	Have you included a copy of the site plan of the property? Attach a description of how this request will meet the requirements of Section 3-3600 of the <i>Springfield Zoning Ordinance</i> .