



Application for Board of Adjustment Special Exception

E-PLANS INSTRUCTIONS

PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION

1. Pre-apply and, if needed, pay your processing fees online at this [LINK](#)
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

Office Use Only	
Case No.	
Date Filed	
Received By	
Receipt No.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

The signers of this application request that the Board of Adjustment of the City of Springfield, Missouri, approve a special exception as allowed by the Springfield Zoning Ordinance on the following described property:

LAND DESCRIPTION (an attached sheet may be used):

This property is located at: _____

This Special Exception is requested under the provisions of Section 36-366 of the Springfield Zoning Ordinance. The applicant requests the Special Exception in order to (check one):

- A. Reduce the minimum off-street parking requirements.
- B. Allow the use of property for off-street parking of passenger cars for a church.
- C. Permit a fence, wall or hedge in a required front yard in excess of the allowed height.
- D. Allow a nonconforming use to be changed to another nonconforming use.
- E. Allow an accessory building to exceed the height requirements.

We, the undersigned, do attest to the truth and correctness of all facts and information presented with this application.

Property Owner's Information:

Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

PROPERTY OWNER'S SIGNATURE: _____

(if corporation, need signature of one official)

Applicant's Information (if different than owner):

Name of Applicant: _____

If corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

APPLICANT'S SIGNATURE: _____

(if corporation, need signature of one official)

***Fees are non-refundable**

CHECKLIST FOR BOARD OF ADJUSTMENT SPECIAL EXCEPTION

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.

APPLICATION FORM:	
	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?
APPLICATION FEE:	
	Have you determined your application fee from the Fee Schedule and entered it into the Fee Amount Paid box on page 1. (Fees are non-refundable) The application fee, recording fee, a mailing list fee can be paid when you submit the applicant on the City's Fee Payment site at this LINK .
SITE PLAN:	
	Include a copy of the site plan of the property? Attach a description of how this request will meet the requirements of Section 36-366 of the <i>Springfield Zoning Ordinance</i> .