



Application for Variance to Subdivision Regulations

E-PLANS INSTRUCTIONS

PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION

1. Pre-apply and 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 ask the Planning and Zoning Commission of the City of Springfield to hold a hearing to consider a variance to the provisions of Section _____ of the *Subdivision Regulations*.

Under provisions of *Section 106, Chapter 36, Article II of the Land Development Code (Subdivision Regulations)* of the City of Springfield, Missouri, variances may be approved if the conditions of approval, as listed below, are met. Respond in writing to each of these conditions on an attached, separate sheet. Explain how your request for variance satisfies each of the following conditions:

Section 106 (3)

- (a) There are special and unusual circumstances affecting said property such that the strict application of the provisions of this article would deprive the owner of the reasonable use of his land and is not the mere grant of a privilege, and
- (b) The variance is necessary for the preservation and enjoyment of a substantial property right of the owner, and
- (c) The granting of the variance would not be detrimental to the public safety, convenience or welfare or be injurious to other property in the vicinity.

The Planning and Zoning Commission is empowered to grant variances with respect to the improvements and design standards relative to lot dimensions and arrangements, street location, alignment, the location and alignment of easements, building lines and similar standards.

The variance is requested on the property described on the attached sheet (the legal description should be from a deed or abstract):

This property is located at: _____

PROPERTY OWNER'S NAME(S):

Name of current property owner: _____
(please print)

If corporation, Corporate Official: _____
(please print name and title) (Corporate Seal)

Mailing Address: _____ Zip Code: _____

E-mail: _____ Phone: _____ Fax: _____

Property Owner's Signature(s): _____
(if corporation, signature of corporate official)

*Fees are non-refundable

CHECKLIST FOR VARIANCE TO SUBDIVISION REGULATIONS APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete subdivision regulations variance application and that you fill out the application form completely. Applications that are complete by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next Planning and Zoning Commission meeting. Incomplete applications will be returned to the applicant and will not be placed on the agenda. Close attention to this checklist will help avoid a delay in your case being heard by the Commission.

APPLICATION FORM:	
	Have you attached the legal description of the land involved in the variance?
	Have you listed the address of the property?
	Have you listed the section of the Subdivision Regulations which you wish to have varied? Have you responded in writing to the three conditions of approval for variances and attached them to the application? You must make your case to the Planning and Zoning Commission.
	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.
	The applicant must sign the application form. If the applicant is a corporation, have you put the corporate seal on the application?
FEES:	
	Have you included the non-refundable application processing fee at this LINK ?
SITE PLAN:	
	It is suggested that you include a copy of a site plan showing how the requested variance will affect the property.