



Application for Board of Adjustment Zoning Variance

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 variance from the strict application of the terms of the Springfield Zoning Ordinance on the following described property:

LAND DESCRIPTION (an attached sheet may be used but must be uploaded digitally in a Microsoft Word format):

This property is located at: _____

List the existing zoning district classification of the property: _____

Sections which should be varied: _____

Explain how the requested variance conforms to each of the standards set out in Subsection 36-365 of the Springfield Zoning Ordinance. A written response to these standards must be attached to this application and provided digitally in a Microsoft Word format.

36-365. Standards for Variances. The Board of Adjustment shall not vary the regulations of this Article as authorized above unless and until it shall make written findings based upon the particular evidence presented to it in each specific case that:

- A. The particular physical surroundings, shape, or topographical condition of the specific property involved would result in an unnecessary hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were carried out; and
- B. The conditions upon which the petition for a variance is based would not be applicable, generally, to other property within the same zoning classification; and
- C. The purpose of the variance is not based exclusively upon a desire to enhance the value of the property, or increase the return or income therefrom; and
- D. The property in question cannot yield a reasonable return if permitted to be used only

under the conditions allowed by the regulations in the district in which it is located; and

- E. The alleged hardship has not been created by any person presently having an interest in the property; and
- F. The granting of the variance will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located, or diminish or impair the values thereof; and
- G. The proposed variance will not impair an adequate supply of light and air to adjacent property, or cause or substantially increase congestion in the public streets, or increase the danger of fire or the spread of fire, or endanger the public safety; and
- H. The variance, if granted, will not alter the essential character of the neighborhood; and
- I. The variance requested is consistent with the purposes and intent of this Article and the *Springfield Comprehensive Plan*.

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(s): _____

If Corporation, Corporate official: _____

Mailing Address: _____ Zip Code: _____

E-mail: _____ Telephone: _____ Fax: _____

Property Owner's Signature: _____

Applicant's Name (if different from the owner):

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 of applicant: _____

If Corporation, Corporate official: _____

Mailing Address: _____ Zip Code: _____

E-mail: _____ Telephone: _____ Fax: _____

Applicant's Signature (if different from the owner): _____

*Fees are non-refundable

CHECKLIST FOR ZONING VARIANCE APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete zoning variance application and that you fill out the application form completely. Applications must be in the Development Review Office no later than 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 variance? You may attach the description on a separate sheet but must be provided digitally in Microsoft Word format.
	Have you listed the address of the property?
	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?
	Have you provided written responses to each of the standards for variances listed in section 36-365 of the zoning ordinance?
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 site plan of the property following section 36-360(5) of the zoning ordinance.
POSTING OF NOTICES AND AFFIDAVIT:	
	Have you read the attached policy requiring applicants to post the hearing notices on the subject property and providing an affidavit?

SIGN POSTING REQUIREMENTS

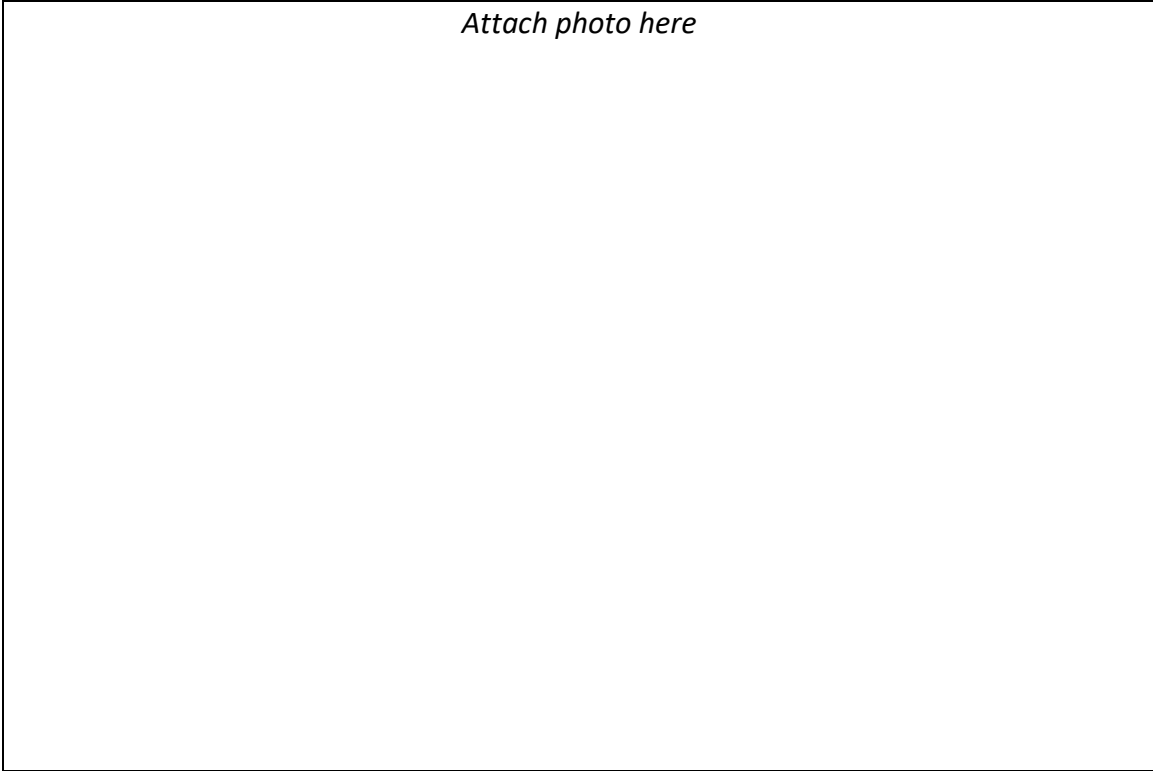
Applicants are responsible for providing notice to interested parties by posting a sign(s) on the subject property visible from an abutting public right-of-way.

Refer to Section 36-368, Publication and Posting of Notices Sign Posting Process:

1. After an application is determined to be complete and assigned a public hearing schedule by the Development Review Office the applicant shall arrange a time to receive posting instructions and signs from planning staff.
 2. The applicant shall post the sign and submit an affidavit of sign posting to the Development Review Office
 - a. The applicant shall post the notice at least ten (10) days prior to the hearing in conspicuous places on or in the immediate vicinity of the subject property and shall not impede the vision of drivers or pedestrians. Staff recommends the notice be posted within ten (10) feet of the adjacent street and in a manner that the bottom portion of the sign is no less than eighteen (18) inches from the ground.
 - b. The applicant may determine an alternate location where the property is not adjacent to the street, with approval by planning staff.
 - c. Additional signs may be required at discretion of planning staff.
 3. The applicant shall submit an affidavit and photograph(s) of the sign posting.
 - a. The applicant shall photograph the sign(s) and attach the photograph(s) to the affidavit. The applicant shall submit to Development Review Staff seven (7) days prior to hearing.
 4. The applicant will be responsible for returning the sign(s) to the Development Office after the hearing.
- *Postponed Hearing:** If hearing is postponed, the applicant will be notified when a new sign has been created. The applicant is responsible for posting new date of the hearing in accordance with the criteria herein.

AFFIDAVIT OF SIGN POSTING

Attach photo here



(sign lettering must be legible in photo)

I, _____ (*print name of owner, agent, attorney*), attest that the above sign was posted 10 days before the public hearing on _____ (*month/day/year*) and in accordance with the given posting requirements.

Signature of person completing sign posting

Printed name of person completing sign posting