



Application for Zoning Map Amendment & Planned Developments

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](#)
3. Complete this application and upload a digital (pdf) copy through e-plans once staff creates a record.
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.

Case No.	
Date Filed	
Received By	
Receipt No.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

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.
(existing zoning) *(proposed zoning)*

Boundary description of the property to be re-zoned, and supporting documents as follows:

- a. If rezoning a complete existing lot(s) in a recorded subdivision, provide a copy of the platted subdivision indicating the lot(s) to be rezoned; or A copy of the deed of record or legal description of the property as prepared by and certified by a land surveyor or attorney.
- b. In all other cases, a sketch created or approved by a Professional Land Surveyor and letter shall be submitted:

Property Address (or location): _____

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.

PROPERTY OWNER'S INFORMATION:

Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____

Zip Code: _____ Telephone: _____

E-mail: _____

(Corporate Seal)

PROPERTY OWNER'S SIGNATURE:

(Not necessary if there is an authorized representative with a Power of Attorney)

AUTHORIZED REPRESENTATIVE:

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: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ E-mail: _____

AUTHORIZED REPRESENTATIVE'S SIGNATURE:

NOTE: The Planning and Zoning Commission holds regularly scheduled meetings each month (contact the Development Review 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.**

ZONING QUESTIONS:

Has the Pre-Development Review or Administrative Review Committee (ARC) reviewed your proposal? _____

If yes, please provide approved PLN# _____

Are you proposing a Conditional Overlay District or a Live/Work Overlay District? _____

If yes, please describe the additional requirements or restrictions of the Overlay District you are proposing:

Are you the owner, lessee or authorized representative? _____

What is the current use of the property? _____

How many acres of property? _____

NOTES:

Requests for Tabling. Any applicant may request that the Commission table their application by submitting such request in writing to the Development Review Office 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 "Neighborhood Notification and Meeting Process."

CHECKLIST FOR REZONING AND PLANNED DEVELOPMENT APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete rezoning application and that you fill out the application form completely. Applications that are complete and submitted to the Development Review office by 5:00pm on deadline day (see [Processing Time Schedule](#)) will be processed for the next Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and/or City Council.

APPLICATION FORM:	
	Have you listed the specific zoning classification you are requesting? See the Zoning Ordinance for the name of the specific classification you desire.
	Have you attached a hard copy of the deed of record or the legal description of the land you wish to have rezoned? A surveyor or attorney must prepare the description. Indicate on the legal description who it was prepared by. A surveyor must provide their surveyor's seal.
	Have you listed the current property owner's name, address and telephone number?
	Did the Current property owner sign the application? The property owner must sign the application unless the owner has signed a power of attorney authorizing the applicant to act on the owner's behalf. If a power of attorney has been executed, it must be attached to the application. If the current owner is a corporation, place the corporate seal on the application.
	Have you answered the zoning questions on the second page of the application form?
LEGAL DESCRIPTION:	
	<p><u>Boundary description of the property to be re-zoned, and supporting documents as follows:</u></p> <ul style="list-style-type: none"> a. If rezoning a complete existing lot(s) in a recorded subdivision, provide a copy of the platted subdivision indicating the lot(s) to be rezoned; or b. In all other cases, a sketch created or approved by a Professional Land Surveyor shall be submitted. The sketch need not be a boundary survey and may include a note to the surveyor's satisfaction stating that it: is not to be considered a boundary survey; is intentionally not in compliance with Missouri Standards; and should not be used to determine land boundaries on the ground. The sketch should graphically represent the boundary in relation to the criteria described below: <ul style="list-style-type: none"> i. If in a subdivision the sketch shall show, at a minimum, the name of the subdivision, the lots and portions of lots involved, the book and page of the current deed of record, the description of the area to be rezoned, the name of adjacent streets and alleys, north arrow, and proposed zoning change. ii. If the property is unplatted it shall show, at a minimum, the smallest aliquot part encompassing the parcel (typically, Quarter Section or Quarter Quarter Section or smaller), Section Township and Range, the book and page of the current deed of record, the description of the area to be rezoned, the name(s) of adjacent streets and alleys, north arrow, and proposed zoning change. c. When providing sketches as specified above, the Professional Land Surveyor shall also submit a letter stating the following: <ul style="list-style-type: none"> i. I have reviewed the attached description and sketch provided for rezoning. In my professional opinion, the description properly represents the boundary of the area to be rezoned and the sketch substantially conforms to the description.

APPLICATION FEE and ADVERTISING FEE	
	Have you determined your application fee from the Fee Schedule and enter it into the Fee Amount Paid box on page 1? (Fees are non-refundable) This fee can be paid on the City's Fee Payment site.
	Include a non-refundable pre-paid advertising fee of \$50.00 for the required publication in the Daily Events?
COMMISSION AND COUNCIL MAILING LISTS (185 foot mailing list)	
	Have you attached a list of property owners within 185 feet of the area to be rezoned? The list must be prepared by the Greene County Assessor, City of Springfield, Title Company, Abstract Company or Attorney?
	Have you provided two (2) plain, stamped (not metered), business size envelopes with each name and address typed on the envelopes for each name on the property owners list? Do not put a return address on the envelopes.
	Have you paid fee for neighborhood meeting (500 foot) mailing list if prepared by City Staff?
NEIGHBORHOOD MEETING AND AFFIDAVIT	
	Have you read the attached policy regarding the neighborhood meeting on the page titled " Neighborhood Notification and Meeting Process ?"
	Have you read the attached policy requiring applicant to submit an affidavit and summary for the neighborhood meeting?
	If you had the neighborhood meeting (500 foot) mailing list prepared by City staff, please pay fee.
POSTING OF NOTICES	
	Have you read the attached policy requiring applicants to post the hearing notices on the subject property?
TRAFFIC IMPACT WORKSHEET	
	Is a Traffic Impact Statement required? (see Traffic Impact Worksheet or contact Traffic Division at 864-1980)
PLANNED DEVELOPMENTS	
	Is this rezoning request for a Planned Development (PD)? If yes, has Pre-Development reviewed your proposal? Does the site plan include the recommendations from the Pre-Dev? If not: <ul style="list-style-type: none"> • the application will be returned and not placed on the agenda. OR <ul style="list-style-type: none"> • will be required to submit a written explanation of why the site plan does not conform to these recommendations and attached it to the application.
	Have you submitted your site plan and written materials?
BROWNFIELDS	
	Have you listed any environmental (Brownfields) issues as indicated on City GIS Viewer page? http://maps.springfieldmo.gov/brownfield/

IMPORTANT DUE DATES:

The following table will help you make sure that you submit appropriate material during the rezoning process.

Submit these materials:

- Application Deadline:**
- Complete Application & related fees
 - Legal description of property in Microsoft Word format
 - 2 sets of envelopes (with postage) for Commission/Council mailing list (185 foot list)
 - Stamped and address labeled envelopes inserted with 500 foot Neighborhood Meeting Notice and Development Review Notice/Comment Card

- 10 days before public hearing:**
- Post sign on property
 - Sign posting affidavit
 - Affidavit of Neighborhood Notification and Meeting Summary
 - Sign-in sheet from Neighborhood Meeting

PROPERTY OWNER'S SIGNATURE:

(Not necessary if there is an authorized representative with a Power of Attorney)

AUTHORIZED REPRESENTATIVE'S SIGNATURE:

NEIGHBORHOOD NOTIFICATION AND MEETING PROCESS

For all development applications involving an advertised public hearing at Planning and Zoning Commission, applicant(s) shall hold a neighborhood meeting and invite the neighborhood surrounding their project along with any registered neighborhood organizations.

1. A neighborhood meeting shall be held at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing.
2. 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 (1) record owner of each real property within five-hundred (500) feet of the development proposal, as shown on the records of the County Assessor, and to the president or other association officer(s) of any neighborhood association(s) as on file with the Director of Planning and Development.
3. It is recommended the meeting be held early enough to provide time for the applicant to consider any neighborhood input, allow any changes to be evaluated by staff, and to resolve any issues if possible.
4. The mailing shall be performed by the Planning and Development Department; however, the notice and envelopes themselves must be prepared, and postage placed on same by the applicant. The neighborhood letters shall be submitted to the Planning and Development Department for mailing, one business day prior to the deadline as set forth in paragraph 2. A file copy of the letter shall be provided to the Planning and Development Department. The notice letter shall contain the following at a minimum or any additional information as required by the Director of Planning and Development:
 - a. Description of existing and proposed zoning.
 - b. Meeting date, time and location.
 - c. Applicant or their representative's contact information.
 - d. Development Review Notice and Comment Cards.
5. The meeting shall be held on the property involved in the application or in the immediate vicinity. The meeting shall be scheduled from **4:00 to 6:30pm**.
6. Following the neighborhood meeting and at least ten (10) days prior to the Planning and Zoning Commission public hearing, the applicant shall submit a summary of the meeting to the Planning and Development Department using the following format as set forth below.
 - a. Development application.
 - b. Meeting date, time and location.
 - c. Number of invitations that were sent and how the mailing list was generated.
 - d. Number of neighbors in attendance with an attached sign-in sheet.
 - e. List of issues raised, any verbal comments and how applicant plans to respond. If staff determines the developer did not make a serious attempt to address the issues, staff may recommend denial or tabling of the application.
 - f. Additional information, such as comment cards, letters from neighbors, shall be attached to the summary.

If the applicant 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 table the case and may continue the public hearing to the next meeting or a later meeting agreed to by the applicant. The applicant shall be responsible for all fees related to notifying the neighbors that the application will automatically be tabled. This notice of tabling will be sent by the Planning and Development Department.

AFFIDAVIT OF NEIGHBORHOOD NOTIFICATION AND MEETING SUMMARY

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

8. List or attach the written comments and how you plan to address any issues:

I, _____ (*print name*), attest that the neighborhood meeting was held on _____ (*month/date/year*), and is at least twenty-one (21) days prior to the Planning and Zoning Commission public hearing and in accordance with the attached "Neighborhood Notification and Meeting Process."

Signature of person completing affidavit

Printed name of person completing affidavit

Neighborhood Meeting Notice

Date of Letter:

DEAR PROPERTY OWNER,

You have received a notice of a "Neighborhood Meeting" since all development applications involving an advertised public hearing require that a developer hold a neighborhood meeting and invite the property owners within 500 feet of the property and the officers of any neighborhood associations on file with the City of Springfield.

The applicant or representative below has filed an application with the City of Springfield for a change in land use, zoning or street vacation in your neighborhood.

APPLICANT CONTACT INFORMATION

Applicant/Representative Name:

Address:

City, State and Zip:

Phone Number:

E-mail:

PROJECT LOCATION:

PROPOSED CHANGES:

Provide details of the existing zoning and proposed zoning (planned development, conditional use permit, conditional overlay district or vacation of roadways).

PUBLIC NEIGHBORHOOD MEETING

Date of Meeting:

Location of Meeting:

Time of Meeting: 4:00pm to 6:30pm

We look forward to seeing you at this meeting! Thank You!

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.

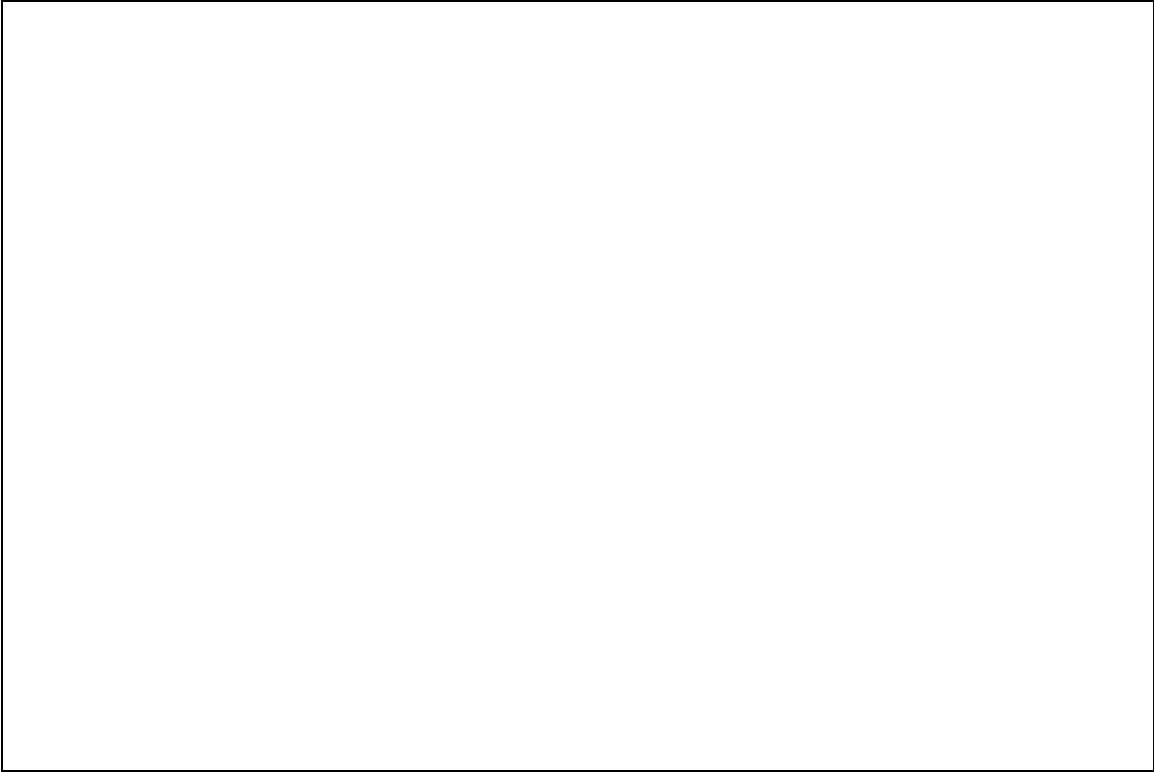
Refer to Section 36-368, Publication and Posting of Notices

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 (**example attached**). 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



(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