



Application for Board of Adjustment Appeal of Administrative Decision

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 appeal to the Board of Adjustment of the City of Springfield, Missouri, that the determination of _____ made on the _____ day of _____, 20____, is in error because of the following facts (attach separate sheets if necessary):

This appeal involves the following described property:

LAND DESCRIPTION (an attached sheet may be used):

It is requested that a hearing be held in this matter, in which the applicant may appear in person or by agent or by attorney, and present to the Board sufficient evidence so that the Board may reverse the decision of the administrative official.

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

Applicant's Information:

Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ Fax: _____ E-mail: _____

APPLICANT'S SIGNATURE: _____

(if corporation, need signature of one official)

CHECKLIST FOR BOARD OF ADJUSTMENT APPEAL OF ADMINISTRATIVE DECISION

This checklist is designed to help you make sure that you submit everything that is required for a complete appeal 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 listed the name and title of the Administrative Official who made the decision you are appealing? Have you listed the date of that decision? You have 30 days from the date of that decision to file an appeal with the Development Review Office.
	Have you included the legal description of the land involved in the appeal? You may attach the description on a separate sheet.
	Have you listed the address of the property?
	Have you explained why you believe the administrative official made an error in his/her decision? The applicant shall bear the burden of producing evidence establishing the grounds of the appeal. If you need additional space, you may use additional pages.
	Have you listed the name, address and telephone and fax numbers of the applicant?
	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:	
	If applicable, 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

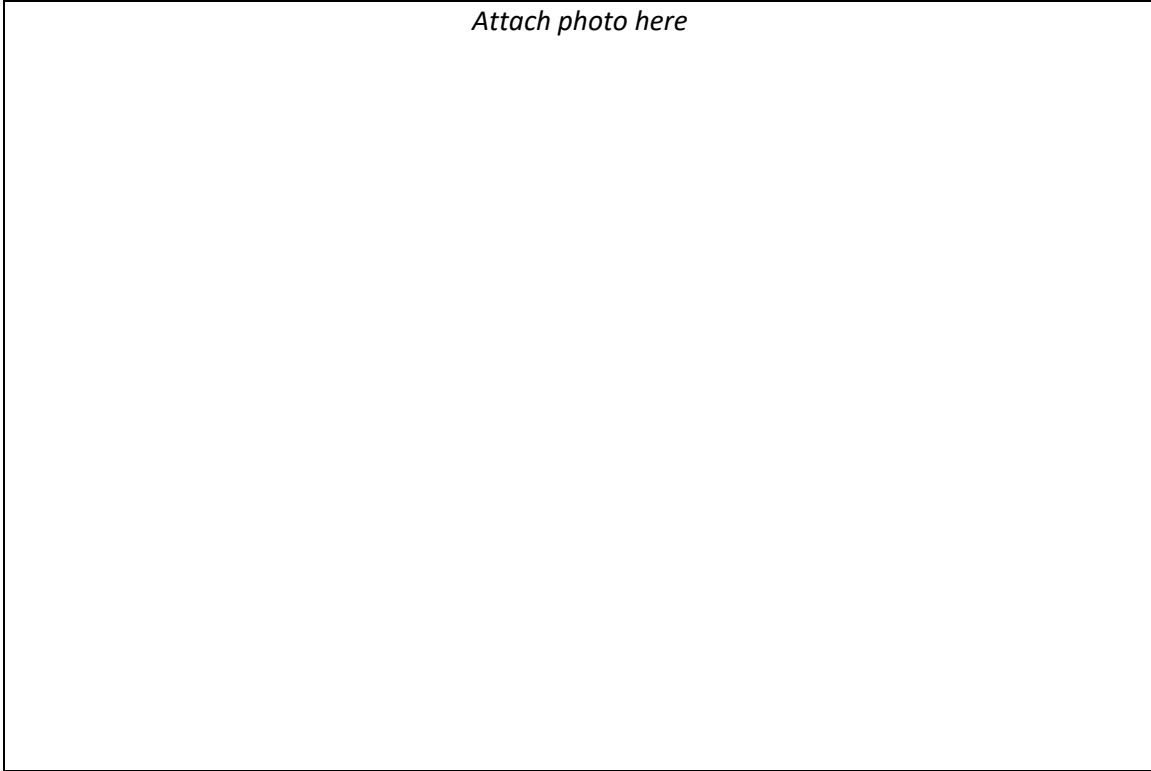
Applicants are responsible for providing notice to interested parties by posting a sign(s) on the subject property visible from an abutting public right-of-way.

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