

DATE RECEIVED: _____

CASE NUMBER: _____



**CITY OF SPRINGFIELD
COMMUNITY DEVELOPMENT & PLANNING
405 N MAIN STREET
P. 615-382-2200 F. 615-382-1612**

APPLICATION FOR VARIANCE

Name and address of property owner:

Phone: _____

Email: _____

Name and address of authorized agent (Attached written authorization statement):

Phone: _____

Email: _____

Description of property, either by metes and bounds or subdivisions identification, including the Property Tax Map Number, Parcel Number, and acreage.

(Attach representative drawing and/or Tax Map):

Existing zoning district:

Written justification for variance request (indicate why a variance is needed):

Applicant's Signature: _____

Supporting Documents and Fees:

Two copies of a map depicting the subject property. These maps shall be at a scale of no less than 1" - 100' and no larger than 1" - 30' and show the following information.

- 1. Title, north arrow, graphic scale, date, civil district, and acreage of the subject property.**
- 2. Dimensions in feet of subject property.**
- 3. All roads and easements within or adjoining subject property.**
- 4. Location, size, type, and current use of any building on the subject property .**
- 5. Location of the adjoining property owners in relation to the subject property.**

Written statement (letter, etc.) signed by property owner authorizing a representative to petition for a variance request for the owner's property (if applicable).

A list of the names and addresses of the adjacent property owners including those property owners across streets, roads, highways, and/or railways and waterways which border the applicant's property.

\$200.00 fee for advertising and processing the variance request. (before construction)

\$500.00 fee for advertising and processing the variance request. (after construction)

