

INSTRUCTIONS FOR COMPLETING ZONING BOARD OF APPEALS APPLICATION

Please read before completing the application.

The powers, duties and limitations of the Springfield Township Zoning Board of Appeals are outlined in the Springfield Township Code of Ordinances, Chapter 40.

Township staff is available to assist you with the application; however, the applicant is solely responsible for making sure that all needed variance requests are included and that the application is complete.

A variance from the Springfield Township Code of Ordinances is **not** automatic. We strongly suggest that you investigate all alternatives before requesting a variance, also that you document the alternatives and present them to the Zoning Board of Appeals.

IN ORDER FOR THE APPEALS BOARD TO GRANT YOUR REQUEST, YOU MUST SHOW:

1. The practical difficulties that will result from your request being denied. Please note that inconvenience or inability to attain higher financial gain is **not** grounds for granting a variance.
2. If you are appealing an administrative decision, please explain why you believe an error was made.

To assist in the efficient processing of your request, eight (8) copies of the following must be attached to your application.

1. Plot Plan **to scale** showing:

- (a) Lot dimensions
- (b) Location and dimensions of existing structures
- (c) Existing setbacks
- (d) Location of well and septic
- (e) Proposed new structure or lot lines
- (f) Distance from your lot to neighbors' building, well and septic
- (g) Scale of drawing

2. Floor plan and elevations drawn **to scale** showing the total area of any proposed new structure.

The Board of Appeals meetings are public. Your appeal will be advertised in the *Oakland Press*. Also, all property owners within 300 feet will be notified of your request. Anyone wishing to speak for or against your request will be given an opportunity to do so.

Petitioner's Signature