

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

ZONING BOARD OF APPEALS APPLICATION

Please Review Instruction Page Before Completing

FEE: \$300.00 DATE PAID: _____

1. Applicant

Date: _____ Name: _____
Address: _____ City & Zip _____
Phone: (Home) _____ (Business) _____
E-mail _____ Parcel Zoning: _____
Parcel ID # 07- _____ Parcel Address _____

2. Other Parties of Interest (Title Holder, Contract Purchaser, Partners)

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
E-mail: _____ E-mail: _____
Interest: _____ Interest: _____

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
E-mail: _____ E-mail: _____
Interest: _____ Interest: _____

3. Variance Request: The applicant requests a variance from the following Springfield Township Code of Ordinances provisions:

(a) **Springfield Township Code of Ordinances: Chapter _____ Section _____**

Describe variance(s) requested:

(b) **What special conditions and circumstances exist which are peculiar to the land, structure(s) or building(s) involved, and which are not applicable to other lands, structures or buildings in the same Zoning District?**

(c) **How would literal interpretation of the provisions of the Springfield Township Code of Ordinances deprive you of rights commonly enjoyed by other properties in the same Zoning District under the terms of this ordinance?**

(d) **Did the special conditions and circumstances referenced in (b) above result from the applicant? YES___ NO___**

(e) **Demonstrate that the variance is the minimum variance that will make possible the reasonable use of the land, building(s) or structure(s). (This can be done through both text and drawing.)**

Have alternatives been explored? YES___ NO___ (Specify):

(f) **Demonstrate that the granting of the variance is in harmony with the Master Plan and Springfield Township Code of Ordinances and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare:**

X _____
Signature of Petitioner

X _____
Signature of Owner-Deed Holder

CERTIFICATION: I hereby certify that I have read and understand the application instructions and reviewed the Springfield Township Code of Ordinances, Chapter 40, Section 63 regarding the powers, duties and limitations of the Springfield Township Zoning Board of Appeals. I also hereby grant permission to any Township Official, consultant or employee to access the property in order to review the proposal submitted.

Signature of Petitioner: _____ Date: _____

Signature of Owner: _____ Date: _____

TOWNSHIP USE ONLY

APPROVED / DENIED By Board of Appeals on _____