



**CONDITIONAL USE PERMIT  
APPLICATION CHECKLIST**

According to Section 6.02 Application for Conditional Use Permits of the Springfield Zoning Ordinance, "The Application shall be accompanied by a scaled drawing or site plan, and other such plans and data, showing the dimensions, arrangements, descriptions data, and other materials constituting a record essential to an understanding of the proposed use and proposed modifications, in relation to the provisions set forth herein. A plan as to the operation and maintenance of the proposed use shall also be submitted."

Required Information:

- Scale drawing of property and structure(s) to be utilized for the proposed Conditional Use, including:
  - ✓ address of property
  - ✓ north arrow
  - ✓ widths and depths of the lot or tract
  - ✓ widths and depths of adjacent lots or tracts
  - ✓ proposed and existing improvements (buildings, pavement, etc.) on lot or tract, with dimensions from all lot lines
- Operation and maintenance plan of the proposed Conditional Use

Other Information:

*Please verify with City Staff whether the below information is necessary to constitute a record for purposes of the application.*

- adjacent streets, with right-of-way widths, pavement widths, sidewalk widths, and street names labeled
- dimensions from existing and proposed improvements on lot or tract to improvements on adjacent lots or tracts
- on corner lots, setbacks of adjacent property improvements shall be shown; where pertinent, setbacks of all properties on the applicant's side of the street between intersecting streets shall be shown

Recommended Information:

- Written statements or petitions in favor of the request from neighboring property owners
- Photographs of the property

All supporting materials must be filed with the city in a reproducible format of legal or letter size. Electronic materials are requested for efficient distribution to city professional staff.

Please contact City Hall with any questions regarding these materials.