



## Administrative Procedures for Rezoning

All applications for rezoning shall be submitted to the City of Springfield at least twenty-one (21) days prior to a Zoning Board meeting. No applications shall be considered complete, and therefore will not be reviewed, until all of the following items are submitted to and accepted by the City of Springfield. A complete submission constitutes of the following:

- 1. Application Form**
- 2. Ownership Certificate**
- 3. Deed**
- 4. Tax Maps**
- 5. Application Administrative Fee of \$250**
- 6. Any other supportive material or information requested.**

Any communication purporting to be an application shall be regarded as mere notice of intent until such time as application is made of the above prescribed contents.

Once a complete application has been filed with the City of Springfield and all fees have been paid, a schedule of hearing and meeting dates will be sent to the applicant. Notice of these meeting dates will be posted on the property and mailed to all property owners with 200' of the parcel applying for rezoning.

The Planning & Zoning Board will hear your request first and provide a recommendation that will be forwarded to the City Council. The City Council shall consider the recommendation(s) of the Zoning Board, and vote on the proposed rezoning. The applicant shall then receive written notice of the City Council's decision.

It is greatly recommended that the applicant attend both the Zoning Board and City Council hearings. If there are unanswered questions regarding your request, the City Council may choose to postpone their decision.



# City of Springfield

Building & Zoning Department

130 S. Laurel Street  
PO Box 1  
Springfield, GA 31329  
(912) 754-7617

## Application for Rezoning

Property Address \_\_\_\_\_

Springfield Parcel No. \_\_\_\_\_

Acres \_\_\_\_\_

Present Zoning \_\_\_\_\_ Requested Zoning \_\_\_\_\_

Zoning History \_\_\_\_\_

Applicant Name(s) \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

Property Owner(s) Name \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_

## Justification for Rezoning

1. Describe the current use and state of the property you wish to rezone.

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2. Describe the use that you propose to make of the land after rezoning.

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3. Describe the adjacent Land Uses.

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

4. Does the property you wish to rezone have a reasonable economic use as it is currently zoned?  
Please explain \_\_\_\_\_

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5. Describe how your zoning proposal will allow a use that is suitable in view of the uses and development of adjacent and nearby property.

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6. What is the current access to the property and will it be adequate for the proposed zoning? What additional access is planned with the proposed zoning? \_\_\_\_\_

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7. Will the proposed zoning change result in a use of the property which could cause an excessive or burdensome use of existing streets, transportation facilities, utilities, or schools? \_\_\_\_\_

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City of Springfield Ownership Certification

I (we), the undersigned, do hereby certify that I (we), own the property affected by the proposed amendment to the City of Springfield Zoning Ordinance by virtue of a deed dated \_\_\_\_\_, on file in the office of the Clerk of the Superior Court of Effingham County, in Deed Book \_\_\_\_\_, Page \_\_\_\_\_.

**Owner's Signature** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_

**Owner's Signature** \_\_\_\_\_