



Variance - Floodplain

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Fax:	
Address:			
Applicant's Rep.:		Phone:	
Company:		Fax:	
Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
ASSESSOR'S MAP NO:		TAX LOT NO(S):	
Property Address:			
Size of Property:		Acres <input type="checkbox"/>	Square Feet <input type="checkbox"/>
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
Existing Use:			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:		Signs:	
Case No.:	Date:	Reviewed by:	
Application Fee: \$	Technical Fee: \$	Postage Fee: \$	
TOTAL FEES: \$		PROJECT NUMBER:	

Signatures

The undersigned acknowledges that the information in this application is correct and accurate.

Applicant:

_____ **Date:** _____
Signature

Print

If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

Owner:

_____ **Date:** _____
Signature

Print

Variance – Floodplain Application Process

1. Applicant Submits a Variance – Floodplain Application to the Development Services Department

- The application must conform to the *Variance – Floodplain Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Variance – Floodplain Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not be deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. Planning Commission or Hearings Official Review the Application, Hold a Public Hearing, and Issue a Decision

- This is a Type III decision and thus is made after a public hearing.
- A notice is posted in the newspaper, and notice is mailed to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- Written comments may be submitted to the Development Services Department through the day of the public hearing or comments may be provided in person during the public hearing.
- Applications are distributed to the Development Review Committee.
- After a public hearing, the Planning Commission or Hearings Official issues a decision that addresses all applicable approval criteria and/or development standards, as well as any written or oral testimony.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but the Planning Commission's decision may be appealed within 15 calendar days to the City Council, and the Hearings Official's decision may be appealed within 21 calendar days to the Land Use Board of Appeals.

Variance – Floodplain Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Submitted Concurrently** with Land Division, Site Plan Review, or Minimum Development Standards applications, where applicable
- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Variance – Floodplain Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Narrative** – explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Floodplain Variance Criteria described in SDC 3.3-430 B.

NOTE: Before the Planning Commission or Hearings Official can approve a Floodplain Variance request, information submitted by the applicant must adequately support the request. All of the Floodplain Variance Criteria must be addressed by the applicant. Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

- Three (3) Copies of the Plot Plan to Include the Following:**
 - If the floodplain variance is requested concurrently with a site plan or land division plan, those plan sets may be submitted instead of the required plot plan
 - The scale appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100', north arrow, and date of preparation
 - Indicate the nature and extent of the floodplain variance requested and relevant site features