

STEP 1. WHAT ZONING DISTRICT ARE YOU INTERESTED IN?

Check the Zoning Ordinance, Zoning Map or on-line GIS to get the property's zoning district.

<http://www.springfieldcityhall.com/planning/>

STEP 2. WHAT TYPE OF USE IS PROPOSED?

Find the use in the list of uses in Table 4-4, Use Table. The general categories are listed below. Each of these has sub-categories that relate to particular uses. For example, Under Residential, you would find a list of types of Dwellings, such as Two – Family Dwelling.

1. Agricultural
2. Residential
3. Educational, Religious or Charitable
4. Day Care Services
5. Public and Quasi Public
6. Lodging
7. Sales and Rental of Goods and Merchandise
8. Personal Services
9. Institutional Residence or Care Facilities
10. Office, Clerical, Research and Services Not Primarily Related to Goods and Merchandise
11. Eating and Drinking Places
12. Motor Vehicle-Related Sales and Service Operations
13. Industrial Uses
14. Transportation
15. Utilities
16. Storage
17. Recreation and Entertainment
18. Accessory Uses – Residential

19. Accessory Uses - Nonresidential

STEP 3. CROSS-TAB THE ZONING DISTRICT AND THE USE

Find the intersection of the Zoning District and the Use in Table 4-4 and see what letter/number is in the table’s cell? The table below is the key for these abbreviations.

Table 4-3 Key for Table 4-4	
Symbol	Meaning
Y	USE allowed AS OF RIGHT.
D	USE allowed AS OF RIGHT subject to limited Site Plan Review as provided in Article 12, Section 12.7 pursuant to M.G.L. Chapter 40A, Section 3 (DOVER AMENDMENT)
T	USE permitted subject to Site Plan Review or Special Permit review under Sections 12.2 through 12.5 or Section 12.7, determined based on the review thresholds set forth in Table 4-2 (see next page) and the subsections in 4.2.200
1	USE permitted subject to Administrative Site Plan Review (Section 12.2).
2	USE permitted subject to Planning Board Site Plan Review (Section 12.3).
3	USE allowed by Planning Board Special Permit Review (Section 12.4).
4	USE allowed by City Council High Impact Special Permit Review (Section 12.5).
N	Prohibited use.

STEP 4. NEXT STEPS:

If the use is a Y: proceed to building department for a building permit

If the use is a N: the use is not allowed. Consider another property or See Article 13 related to Zoning Map amendment.

If the use is a D: It is protected under provisions in State Law called the Dover Amendment. See sections 12.7 and possibly 4.6 for further direction and process.

If the use is a 1, 2, 3 or 4: go to the appropriate section in Article 12 for submittal requirements, procedures and application timeframes.

If the use is a T: Check Table 4-2 (see below) to see which Tier the project falls into, related to its size or impact.

Table 4-2 Tiered Review Thresholds				
	Tier 1	Tier 2	Tier 3	Tier 4
	Administrative Site Plan Review	Planning Board Site Plan Review	Planning Board Special Permit Review	City Council High Impact Special Permit Review
Thresholds for New Structures with Uses Designated "T" in Table 4-4				
Multi-Family Dwellings	3 to 9 dwelling units	10 to 49 dwelling units	50 to 199 dwelling units	200+ dwelling units
Non-residential use or mixed-use building Floor Area	less than 20,000 square feet	20,000 to 49,999 square feet	50,000 to 149,999 square feet	150,000 or more square feet
Building Height or height of any structure	less than 50 feet	50 to 74 feet	75 to 149 feet	150 feet or more
Thresholds for Reuse of Existing Structures with Uses designated "T" in Table 4-4				
Multi-Family Dwellings	3 to 14 dwelling units	15 to 74 dwelling units	75 to 299 dwelling units	300 and more dwelling units
Non-residential use or mixed-use building Floor Area	less than 30,000 square feet	30,000 square feet to 74,999 square feet	75,000 square feet to 224,999 square feet	225,000 square feet or more
Building Height or height of any structure	less than 75 feet	75 to 111 feet	112 to 224 feet	225 feet or more
Threshold for Disturbance Area for Development with no Structures but Use is designated "T" in Table 4-4				
Amount of Disturbance Area	Less than 20,000	20,000 to	43, 524 square	More than 2 acres

Table 4-2 Tiered Review Thresholds				
	Tier 1 Administrative Site Plan Review	Tier 2 Planning Board Site Plan Review	Tier 3 Planning Board Special Permit Review	Tier 4 City Council High Impact Special Permit Review
	square feet	43, 523 square feet	feet to 2 acres	

STEP 5. GET THE APPLICATION FORMS.

Go to the Office of Planning and Economic Development in person, or visit their web site to get the appropriate application forms and submittal requirements from You may schedule a meeting with the Planning Staff to discuss the proposed project. Submit the required information.

STEP 6. PERMIT TIMELINES

See the User Guides on Permit Timeframes for more detail on the timelines and process for certain types of development.