



Planning & Economic Development

70 Tapley Street
Springfield, MA 01104
(413) 787-6020
Fax: (413) 787-6524

****PRELIMINARY APPLICATION FOR A ZONE CHANGE**

Change Required:

From Zone: _____

To Zone: _____

Zone Change Requested for What Purpose: _____

Address, Street and Parcel Number of the Property: _____

Owner of Property (Include owner's name, mailing address and telephone number): _____

Petitioner (Include petitioner's name, mailing address and telephone number): _____

****COMPLETE THIS FORM AND RETURN IT TO THE PLANNING DEPARTMENT.
A FORMAL PETITION WILL BE TYPED AND WILL REQUIRE THE PROPERTY OWNER'S
AND PETITIONER'S SIGNATURES.**

**ALONG WITH THE SIGNED FORMAL PETITION A DETAILED SITE PLAN, DRAWN TO
THE SPECIFICATIONS ON THE REVERSE SIDE, WILL HAVE TO SUBMITTED.**

**The formal petition will have to be submitted four (4) weeks prior to the next scheduled
hearing date of the City Council. APPLICATION FEE IS \$500.00 (Two (2) \$250.00 checks
made out to the City of Springfield).**

***N.B. In addition, the petitioner will be billed for the advertising fees and mailing costs. Payment is
requested by the day of the Planning Board Hearing. Checks should be made payable to the Springfield
Union News for advertising cost and the the City of Springfield for mailing costs.***

Date Received by the Planning Department: _____

ZONE CHANGES AND SPECIAL PERMITS PETITIONS

SITE PLAN REQUIREMENTS

Site Plan Specifications:

Stamped by a registered architect, landscape architect, civil engineer or land surveyor.

Scaled at 1" = 20' or 1" = 30'

Plan must indicate conformity with zoning regulations, as well as the following site features:

- Date of plan and north arrow.
- Property lines and location of structures within 100' of the property in question.
- Abutting streets, sidewalks and tree belts.
- Location of all primary and accessory structures on the site.
- Points of vehicle exit and entrance.
- Designated fire lanes.
- On site parking (indicate spaces for employees, customers and display).
- Interior pedestrian circulation and points of access to structures.
- Disposal storage areas and loading docks.
- Fences (indicate type and height).
- Landscaping (plans must indicate type, size, height and spacing).
- Trees (indicating existing, proposed removal, proposed new, indicate type and height).
- Location, size and schematic of accessory and non-accessory signs.
- Sources of exterior illumination (type and height).
- Easement and lease lines.
- Elevations of all proposed new buildings.

NOTES:

- 1) Plans must distinguish between existing and proposed features.
- 2) New curb cuts must be **previously approved** by the Department of Public Works.
- 3) Before submitting a site plan, applicants are encouraged to meet with the appropriate Neighborhood Council or Civic Association and any other applicable city, state or federal agency, such as the Conservation Commission or Fire Department.

Requirements for certain proposed uses:

Wireless Telecommunication Facilities
Telecommunication special permit.

See preliminary application for Wireless

Indoor Place of Amusement
uses.

Interior floor plan with location of proposed

Drive-Up Service Window
uses.

Interior floor plan with location of proposed