



APPLICATION FOR RESIDENTIAL ACCESSORY STRUCTURE

Please refer to the current Springfield Zoning Ordinance, Section 36-450, for more information and requirements.
A Site Plan must be submitted with this application.

SITE ADDRESS: _____ **Date:** _____

Owner:
Name _____
Address _____
City/Zip _____
Phone Number _____
Email Address _____

Contractor: **Current Bus Lic #** _____
Name _____
Address _____
City/Zip _____
Phone Number _____
Email Address _____

- ➔ An accessory structure that exceeds 100 sq. ft., but is less than 400 sq. ft. does not require piers or a foundation, but does require a Building Permit. The structure must be anchored to the ground to prevent wind uplift (i.e: mobile home screw anchors). Blocks are normally set on the ground and are used to level the structure only. Any structure that is 400 sq. ft. or greater requires piers or footings/foundation – the required frost line is 24 inches deep.
 - ➔ The maximum structure height to the peak for hip or gable roofs is 16 ft; for flat, single slope or mansard roofs the maximum height is 12 ft.
 - ➔ If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other.
- A maximum of four accessory structures, regardless of size, are allowed per lot. In Residential Districts the minimum yard requirements are 3 ft. from the rear and side property lines. Number and Size of any **existing accessory structures:**
Size _____ Size _____ Size _____ (must be shown on site plan, maximum four accessory structures on any lot)

REQUIRED INFORMATION:

Portable Drop/Pre-Mfg _____ **Conventional Construction** _____ ***Other Type Construction** _____
(Stick Frame) (*Requires Engineered Drawing)

Height to the peak of this accessory structure _____ ft. (Must fill in and be printed on permit)

Dimensions of this accessory structure: (w) _____ X (l) _____ = _____ sq. ft.

1. Lot dimensions: (w) _____ X (l) _____ = _____ total lot sq. ft.
 2. Lot sq. ft. _____ X 70% = _____ Maximum total building coverage
 3. Max building coverage _____ X 25% = _____ Maximum sq. ft. all accessory coverage*
 4. Sq. ft. of building footprint _____ X .66 = _____ Maximum sq. ft. any single accessory structure*
- (*Must use the smaller of #3 or #4 calculations)

****I acknowledge that the occupancy of this structure shall comply with the requirements of Article I, Chapter 36, Springfield City Code otherwise known as the Zoning Ordinance, Sections 36-303(16) and 36-450.****

Applicant: _____ / _____
Signature Print Name

Approved by: _____ Date: _____
(BDS Official) (Approved Engineered Drawings if Required _____)

This permit is approved for issuance based on the information provided above by the applicant.

Amount Due: \$ _____ Method of payment: Cash _____ Credit _____ Check# _____

SAMPLE SITE PLAN FOR AN ACCESSORY STRUCTURE IN RESIDENTIAL SINGLE FAMILY AREA

An accessory structure less than 100 sq. ft. does not require a Building Permit. Any structure that exceeds 400 sq ft requires piers or footings/foundation - the required frost line is 24 inches deep.

*If NOT a Premanufactured or Conventional Constructed Structure, Engineered Drawings must be submitted with Application and Site Plan for Plan Review Approval.

The structure must be anchored to the ground to prevent wind uplift (ie: mobile home screw anchors). Blocks are normally set on the ground and are used to level the structure only.

Complete the "Application for Residential Accessory Structure" and submit with a site plan (and Engineered Drawings if required). Show any existing accessory structures. A maximum of four accessory structures are allowed per lot. If there is more than one accessory structure on the lot they must be placed at least 2 ft. from each other (R302.1(2)).

Minimum set back is 3 ft. from rear and side property lines.

Must be located at least 5 ft. from the residence or have a 1-hour firewall (R302.1).

