



**MANDATORY PRE-APPLICATION CONFERENCE
FOR NEW DEVELOPMENT
PRE-APP # _____**

Please complete and submit this application by Friday. A conference will be scheduled for the following Friday beginning at 10:00 a. m. Submittals will be reviewed in the order of which they were received. Hiring a Missouri registered Architect or Engineer to prepare and attend the scheduled conference is required. A representative from this office will call you to confirm the time and location.

Site Address: _____

Applicant's Name: _____

Telephone Number: _____ FAX Number: _____

Architect's or Engineer's Name: _____

Address: _____

Telephone Number: _____ FAX Number: _____

Description of proposed Use(s): _____

Submit seven (7) copies of proposed site plan, drawn to scale. The submittals shall include the minimum information listed below for review.

- Legal Description of the Property Boundaries
- Adjacent Streets and Easements
- Proposed Driveway Locations
- Existing and Proposed Structures
- Proposed Parking Lots
- Utilities – Gas, Water, Sewer, and Electric
- Proposed Stormwater Drainage

Home Page: <http://www.springfieldmogov.org>

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Building Development Services
 Stormwater

Planning
 Health

City Utilities
 Traffic