



Date filed: \_\_\_\_\_  
Received by: \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
PLN No. \_\_\_\_\_

**APPLICATION FOR  
ADMINISTRATIVE REVIEW COMMITTEE APPROVAL**

**It's requested that the Administrative Review Committee approve the following item (check one):**

\_\_\_ Preliminary Plat Sketch Plat or Planned Development Sketch Plan or Use Permit Sketch Plan.

\_\_\_ Final development plan for Planned Development District No. \_\_\_\_\_.\*

Is this final development plan required to be approved by City Council? Yes \_\_\_ No \_\_\_

\_\_\_ Noncommercial, not-for-profit neighborhood facility.

\_\_\_ Site plan for the following Urban Conservation District \_\_\_\_\_.

\_\_\_ Zero lot line construction.

\_\_\_ Administrative ruling where (check one):

\_\_\_ The application and/or operation of the *Land Development Code* is generally unclear, or

\_\_\_ The application and/or operation of provisions of *Chapter 36, Springfield City Code*, with regard to a particular situation is not clear, or

\_\_\_ The application and/or operation of the regulations will produce results contrary to the intent of the *Land Development Code* and to commonly accepted land development practice.

\_\_\_ Other (explain): \_\_\_\_\_

\* Denotes a processing fee is required. \$323 for final development plans which require Administrative Review, \$353 for final development plans which require Commission and Council Review. Fees are non-refundable.

**REQUIRED INFORMATION (please provide both):**

Name of current property owner(s) \_\_\_\_\_  
(please print)

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Name of design representative \_\_\_\_\_  
(Please print)

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

The Administrative Review Committee meets each Tuesday. Items for review must be accompanied by this application and seven (7) copies of a site plan, along with an 11 x 17 copy of the site plan, and, if needed, appropriate text and processing fee. All drawings must be folded to no more than a 9x12 inch size. Items received by Tuesday will be reviewed the following Tuesday except new preliminary plats which follow a different schedule. The committee's written findings will be sent to both the current owner and the design representative. If others need a copy of the findings, note that on this application.

Development Review Office  
Planning & Development Department  
840 Boonville, P.O. Box 8368  
Springfield, MO. 65801  
(417) 864-1611 (Fax - 864-1882)

7/1/2010