



# Application for Administrative Condominium Plat

**\*\*E-PLANS INSTRUCTIONS\*\***

**\*\*PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION\*\***

1. Pre-apply and pay your processing fees online at this [LINK](#)
2. Wait for a "pre-screen complete" e-mail from the City of Springfield with instructions for e-plans review process.
3. Complete this application and upload a digital (pdf) copy through e-plans.

Office Use Only	
Case No.	
Date Filed	
Received By	
Receipt No.	

Fee Amount Paid? \$ \_\_\_\_\_

[\\*See Fee Schedule](#)

The signers of this application ask the Director of Planning and Development of the City of Springfield, Missouri to approve this Administrative Condominium Plat under the provisions of the City of Springfield's *Subdivision Regulations* and have it recorded with the Recorder's Office of Greene County, Missouri. The signers affirmatively represent and warrant that all lien holders have consented to all dedications and the platting provided for in the Administrative Condominium Plat, and agree to hold the City of Springfield harmless from any claims for every nature which may arise concerning this subdivision and to comply with all regulations regarding the platting and subdividing of the land.

**PROPERTY OWNER'S NAME(S):**

Name of current property owner: \_\_\_\_\_  
*(please print)*

If corporation, Corporate Official: \_\_\_\_\_  
*(please print name and title) (Corporate Seal)*

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner's Signature(s): \_\_\_\_\_  
*(if corporation, signature of corporate official)*

\*Fees are non-refundable