



Administrative Replat Pre-Subdivision Review Application

E-PLANS INSTRUCTIONS

PLEASE FOLLOW STEPS 1 & 2 BEFORE SUBMITTING THIS APPLICATION

1. Pre-apply 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 to e-plans

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

PROPERTY OWNER'S INFORMATION:

Owner's Name: _____ Phone Number: _____
 Owner's Address: _____ City: _____ State: _____
 Zip Code: _____ E-mail address: _____
 Are you the: Owner Authorized Representative

AUTHORIZED REPRESENTATIVE'S INFORMATION: (if applicable)

Name: _____ Phone Number: _____
 Address: _____ City: _____ State: _____
 Zip Code: _____ E-mail address: _____

GENERAL PROPERTY AND PROPOSAL INFORMATION:

Property Address (or location): _____
 Approximate Acreage: _____
 Is the property inside Springfield City Limits? _____
 If no, have you requested annexation? _____
 Are there existing structures? _____ If yes, do you plan to demolish them or keep them? _____
 Is a re-zoning (or planned development) request currently being processed? _____
 If no, are you planning to request a re-zoning? _____
 Property Legal Description (or attach a copy):

Explain how you would like to subdivide the property or what you would like to do with the property (or attach copy):

Are you planning to develop all at one time or in phases? _____

E-plans Submittal: Submit one (1) electronic copy of sketch plan through e-plans if you have had one prepared or submit one (1) map supplied by staff illustrating what you would like to do with the property.