



Application for Administrative Subdivision - Lot Combination No Substantial Impact

****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	
Date Filed	
Received By	
Receipt No.	
AS No.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

The signers of this application ask the Director of Planning and Development to approve this application for the following administrative subdivision under the provisions of Section 203 of the City of Springfield's *Subdivision Regulations*:

Property Location: _____

Zoning: _____

Legal Description (attached a separate sheet if necessary):

Current Property Owner's Name(s): _____

(please print)

If corporation, Corporate official: _____

(please print)

(Corporate seal)

Mailing Address: _____ Zip Code: _____

E-mail: _____ Phone: _____ Fax: _____

Property Owner's Signature: _____

(if corporation, signature of corporate official)

*Fees are non-refundable

Checklist for Administrative Subdivision – Lot Combination No Substantial Impact

STAFF REVIEW:	
	Staff can create new lots by combining lots or adjusting property lines provided the <i>Subdivision Regulations</i> and the <i>Zoning Ordinance</i> are being met.
	Include a contact person’s name, address and phone number.
	Staff will review and notify the contact person as soon as possible concerning all requirements to finalize the request.
FEES:	
	Pay processing fee online at this LINK or by check.
	All recording fees are paid for each document which will be recorded. The recording fees for each document are \$24.00 for the first page and \$3.00 for each additional page. Please determine your recording fee.
FINAL ACTION:	
	A signed application by the current property owner. The name of the owner must be listed as it is on the deed of the property.
SURVEY (only required for metes and bounds property):	
	<p>Upon receiving the application, other necessary forms, fees, survey, and upon completion of required improvements, if any, or assurances for their completion, staff will prepare a certificate of approval and record it with the Greene County Recorder’s Office.</p> <p>The survey shall depict or provide the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The precise nature, location and dimensions of the existing and proposed lots; and <input type="checkbox"/> The exact location and distances of all structures and other physical improvements in relation to proposed lot lines; and <input type="checkbox"/> The legal description of all existing and proposed tracts; and <input type="checkbox"/> The amount of square footage contained in each existing and proposed tract; and <input type="checkbox"/> All existing easements, streets, sewers, sewer laterals, utility lines, alleys and access restrictions. If granted by a separate instrument, the recording information shall be provided; and <input type="checkbox"/> All platted building setbacks; and <input type="checkbox"/> All platted easements, streets, alleys or other public rights-of-way that have previously been vacated or relinquished, the ordinance number or recording information for each <p><i>*The survey shall be reviewed for compliance with the Subdivision Regulations.</i></p>