



# Application for Administrative Subdivision - Lot Certification

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

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)*