



Application for Administrative Review Committee

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

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

1. Pre-apply and, if needed, 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.	

Please explain what you want to do on the property or your reasons for the ARC meeting:

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

- Non-commercial, not-for-profit neighborhood facility.
- Site plan for the following Urban Conservation District: _____
- Fee-in-lieu of sidewalk construction (Upload "Application for fee-in-lieu of construction sidewalk" obtained from the Department of Public Works).
- 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):

REQUIRED INFORMATION (please provide both):

Name of current property owner: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____ Telephone: _____

Name of current design representative: _____

Mailing Address: _____ Zip Code: _____

E-mail Address: _____ Telephone: _____