



Application for Extension of Subdivision Security Agreement

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 request that the Planning and Zoning Commission of the City of Springfield, Missouri approve an extension of the security agreement on the following described tract of land for one additional year:

LAND DESCRIPTION: (an attached sheet may be used)

THE SECURITY AGREEMENT SHOULD BE EXTENDED FOR THE FOLLOWING REASON: (provide documentation which substantiates the request. The criteria used by the Planning & Zoning Commission are on page 2 of this form)

We, the undersigned, do attest to the truth and correctness of all facts and information presented with this application.

PROPERTY OWNER'S INFORMATION:

Name of current property owner: _____

If corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____ Telephone: _____

E-mail: _____ Fax: _____

PROPERTY OWNER'S SIGNATURE: _____

AUTHORIZED REPRESENTATIVE:

I hereby certify that I am authorized to represent all of the property owners of the above described tract in this proceeding. A power of attorney is attached.

Name: _____

Mailing Address: _____ Zip Code: _____ Telephone: _____

E-mail: _____ Fax: _____

AUTHORIZED REPRESENTATIVE'S SIGNATURE: _____

NOTE: The Planning and Zoning Commission holds regularly scheduled meetings each month (contact the Development Review office for a current processing schedule). **This application must be in the Development Review office no later than the application deadline dates listed on the processing schedule. This application must be complete or it will be returned to the applicant and the case will not be processed . The criteria for Planning & Zoning Commission review is listed below.**

Criteria for Planning and Zoning Commission Review of Extension of Subdivision Security Agreements

The following list of criteria has been accepted by the Planning and Zoning Commission and the staffs of the Public Works and Planning & Development Departments in their review of all requests to extend subdivision security agreements:

1. Project is too large for construction in one year. Facts should be presented as to when the project was started and the actual time spent on the construction.
2. Incomplete due to seeding time frames. Public Works only permits seeding to be done from March 15 to June 1 and from September 1 to November 1. Facts should be presented that project was completed during a time when seeding is not allowed and that only seeding work remains to be done. A time extension should be considered for only the period necessary to complete the seeding.
3. Shortage of key construction material. For instance, in 1987, aggregate backfill was difficult to obtain at times.
4. Labor strike.
5. Weather (as it relates to a large project that requires continuous effort to complete within one year).
6. Problems with the contractor such as leaving the area or going broke. The developer should give facts as to his efforts to replace the contractor.
7. Project is redesigned for one reason or another. The key to this should be if the developer has had to submit the project to the Planning and Zoning Commission for reapproval.
8. Conflicts with major unknowns, such as sinkholes, utilities or other underground hazards.
9. Other factors not listed above that the developer believes should be considered in the granting of an extension of time.

The key to any request is that it should be accompanied with documentation that substantiates the Developer's request for extension.

Contact either the Public Works Department at 417-864-1901 or the Planning & Development Department at 417-864-1611 for further information.

CHECKLIST FOR APPLICATIONS TO EXTEND SECURITY AGREEMENTS

This checklist is designed to help you make sure that you submit everything that is required for a complete application to extend a security agreement and that you fill out the application form completely. Applications that are complete and submitted to the Development Review Office by 5:00 P.M. on deadline day ([see Processing Time Schedule](#)) will be processed for the next scheduled Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and City Council.

GENERAL:	
	1. Have you included the legal description of the property on which you wish to have the security agreement extended? If the property is a recorded subdivision, it is sufficient to list the exact name of the recorded final plat.
	2. Have you included the required processing fee? (see Fee Schedule)
	3. Have you listed the reason or reasons why you believe the security agreement should be extended? You may attach a separate sheet if you need more room. A list of the criteria is attached to the application.
	4. Have you listed the current property owner's name, address, and contact information? Has the owner signed the application?

Requests for Tabling

Any applicant may request that the Commission table their application by submitting such request in writing to the Development Review Office at least 48 hours in advance of the scheduled meeting at which the application is to be considered. If a request is made less than 48 hours in advance of such meeting, the Commission may, upon good cause shown, table such item upon its own motion.