



Application for Planned Development – Final Development Plan (Commission/Council Approval)

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

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

1. Pre-apply and pay 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 ask the Planning and Zoning Commission/City Council of the City of Springfield, Missouri to approve a final development plan that is in accordance with the approved planned development on the described tract of land:

LAND DESCRIPTION (an attached sheet may be used):

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

CURRENT PROPERTY OWNER'S NAME(S):

Name of current property owner(s): _____
 If corporation: Corporate official: _____
 Mailing Address: _____
 Zip Code: _____ Phone Number: _____ Fax: _____
 E-mail address: _____

PROPERTY OWNER'S SIGNATURE:

(Not necessary if there is an authorized representative that has Power of Attorney)

(Corporate seal)

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: _____ Phone Number: _____ Fax: _____
 E-mail: _____

AUTHORIZED REPRESENTATIVE'S SIGNATURE:

NOTES: 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 date listed on the processing schedule. This application must be complete or it will be returned to the applicant and will not be placed on the agenda.**

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.

* Fees are non-refundable