



Voluntary Annexation Application

****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.	

Fee Amount Paid? \$ _____

[*See Fee Schedule](#)

Date of application: _____

Property Location: _____

Property Owner's Information (full name(s) of all legal property owners listed on deed):

Name of current property owner(s): _____

If corporation, Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ E-mail: _____

PROPERTY OWNER'S SIGNATURE: _____

(if corporation, need signature of one official)

Contact Person Handling Application:

Name(s): _____

If corporation: Corporate Official: _____

Mailing Address: _____ Zip Code: _____

Telephone: _____ E-mail: _____

Current Use of the Property: _____

Current County Zoning: _____

Proposed City Zoning: _____

LAND DESCRIPTION (attach legal description of property and label as Exhibit A):

PETITION

TO: THE CITY OF SPRINGFIELD, MISSOURI, A MUNICIPAL CORPORATION

We, the undersigned petitioner(s), submit to the City Council of the City of Springfield, Missouri as follows:

- 1) The undersigned are the fee and simple owner(s) of record of the real estate in Greene County, Missouri more fully described in Exhibit A, and
- 2) The request and petition to the City of Springfield, Missouri to annex the land described in Exhibit A is not now a part of any corporate limits of any incorporated City, and
- 3) The land described in Exhibit A is contiguous to the existing corporate limits of the City of Springfield, Missouri, and
- 4) The request and petition is voluntarily made and is submitted under the provisions of Section 71.012RSMo. 1986, as amended (Voluntary Annexation).

SIGNED: _____

SIGNED: _____

STATE OF MISSOURI
COUNTY OF GREENE SS.

MARRIED PERSON'S ACKNOWLEDGEMENT

On this _____ day of _____, 20____, before me, a Notary Public in and for said state, personally appeared _____, and _____ to me known to be the persons described in and who executed the foregoing document, and acknowledged that he/she executed the same as his/her free act and deed.

And the said person further declared himself/herself to be married.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the day and year first above written.

“Notary Seal”

Notary Public: _____

Print Name: _____

On this ____ day of _____, 20____, before me appeared _____, to me personally known, who, being by me duly sworn did say that he/she is the _____ of _____, and that the seal affixed to foregoing instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its board of directors, and acknowledged said instrument to be the free act and deed of said corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the day and year first above written.

“Notary Seal”

Notary Public: _____

Print Name: _____

On this ____ day of _____, 20____, before me, a Notary Public in and for said state, personally appeared _____, to me known to be the person described in and who executed the foregoing document, and acknowledged that he/she executed the same as his/her free act and deed.

And the said person further declared himself/herself to be single and unmarried.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in _____ the day and year first above written.

“Notary Seal”

Notary Public: _____

Print Name: _____

CHECKLIST FOR PROCESSING AN ANNEXATION

This checklist is designed to help you make sure that you submit everything that is required for an annexation petition and that you fill out the application form completely. Applications must be in the Development Review Office no later than the deadline day (see Processing Time Schedule). Applications received after the deadline will be processed for the following City Council meeting. This application must be complete or it will be returned to the applicant and will not be placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by City Council.

ITEMS REQUIRED FOR PROCESSING AN ANNEXATION:	
	Have you provided a notarized petition (s) that includes the signatures of all the property owners?
	Have you provided a copy of the legal description attached to the petition?
	Have you provided a digital copy, in Microsoft Word format, of the legal description?
	Have you provided copies of the deed(s) to the property that shows current ownership?
	Have you provided a sketch of the property boundary?
	Have you paid the application fee and the advertising fee for the required publication in The Daily Events? (see fee schedule)