



Preliminary Plat Pre-Subdivision Review Application

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

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

1. Pre-apply 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 to e-plans

Office Use Only	
Case No.	
Date Filed	
Received By	
Receipt No.	

PROPERTY OWNER’S INFORMATION:

Owner’s Name: _____ Phone Number: _____
 Owner’s Address: _____ City: _____ State: _____
 Zip Code: _____ E-mail address: _____

Are you the: Owner Authorized Representative

AUTHORIZED REPRESENTATIVE’S INFORMATION: (if applicable)

Name: _____ Phone Number: _____
 Address: _____ City: _____ State: _____
 Zip Code: _____ E-mail address: _____

GENERAL PROPERTY AND PROPOSAL INFORMATION:

Property Address (or location): _____
 Approximate Acreage: _____
 Is the property inside Springfield City Limits? _____
 If no, have you requested annexation? _____
 Are there existing structures? _____ If yes, do you plan to demolish them or keep them? _____
 Is a re-zoning (or planned development) request currently being processed? _____
 If no, are you planning to request a re-zoning? _____
 Property Legal Description (or attach a copy):

Are you planning to submit an application to secure public improvements? Yes No

Explain how you would like to subdivide the property or what you would like to do with the property (or attach copy):

Are you planning to develop all at one time or in phases? _____

E-plans Submittal: Submit one (1) electronic copy of sketch plan through e-plans if you have had one prepared or submit one (1) map supplied by staff illustrating what you would like to do with the property.