



# Application for Preliminary Plat - Major Subdivision

### \*\*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](#)

**NAME OF PRELIMINARY PLAT:** \_\_\_\_\_

The signers of this application ask the Planning & Zoning Commission and the City Council of the City of Springfield to approve this preliminary plat, with conditions, as shown on the attached copies of the proposed plat.

Date of pre-subdivision review meeting: \_\_\_\_\_

Is this application to renew this plat?  Yes  No

Is a subdivision variance being submitted with this application?  Yes  No

*If yes, submit a completed subdivision variance application and fees with this application.*

*Once the application has been submitted, staff will place the preliminary plat on the next available Administrative Review Committee agenda for final review prior to the Planning & Zoning Commission meeting.*

We, the signers of this application, do attest to the truth and correctness of all facts and information presented with this application. We agree to provide the Director of Planning and Development with conclusive evidence that all lien holders have consented to all dedications and the platting provided for in the Final Plat, and agree to hold the City of Springfield harmless from any claims for every nature which may arise concerning this subdivision and to comply with all regulations regarding the platting and subdividing of the land.

### PROPERTY OWNER'S INFORMATION:

Name of current property owner: \_\_\_\_\_

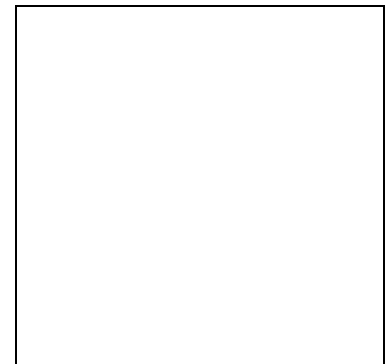
If corporation: Corporate Official: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

PROPERTY OWNER'S SIGNATURE: \_\_\_\_\_

*(if corporation, need signature of one official)*



(Corporate Seal)

### DEVELOPER'S INFORMATION:

Developer's Name: \_\_\_\_\_

*(if different from property owner and if known at the time – please print)*

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## CHECKLIST FOR PRELIMINARY PLAT

This checklist has been developed to assist you and your design professional in submitting a preliminary plat in accordance with the Subdivision Regulations. Close attention to detail and submitting all the information requested will enable the proposed preliminary plat to proceed through the subdivision process without undue delay. Preliminary plats will not be placed on a Planning & Zoning Commission agenda until the necessary information is provided, and your submittal is complete.

The *Subdivision Regulations* documents is available on the City's website at:

[https://www.municode.com/library/mo/springfield/codes/land\\_development\\_code?nodeId=VOLILADECO\\_ARTIISURE](https://www.municode.com/library/mo/springfield/codes/land_development_code?nodeId=VOLILADECO_ARTIISURE)

Is the property zoned for the proposed use?  Yes  No

If no, is a re-zoning application in process?  Yes  No

Are public improvements being secured?  Yes  No

If yes, upload [Request to Secure Public Improvements](#) application in e-plans.

Staff will provide available city information as mentioned within many of the checklist items at the Pre-Subdivision Review based on the location and concept of your development proposal. Please use the first column to mark your completion/submission of that item. **Please sign, seal and date the checklist and submit with the preliminary plat application.**

### Preliminary Plat Document:

Limit the information to be shown on the preliminary plat document to the following items from the Preliminary Plat Checklist:

- Items 1 through 16
- From Item 17 - offsite topographic information
- From Items 18 and 19 - existing drainage facilities and proposed detention basin(s)
- From Item 25 - existing sanitary sewer facilities
- Items 28-29, 32, 35, 28, 41

### Engineering Report:

All other information related to proposed and existing subdivision improvements should be included in an **engineering report accompanied by a separate plan sheet** which includes all other information required by the Preliminary Plat Checklist.

GENERAL:	
	1. Include the recommendations from the Pre-Subdivision Review in the design of your preliminary plat. (Sub. Regs. 36-226)
	2. If a subdivision variance is desired, a variance application and a written response to the three conditions of variance approval (section 36-206 of the Subdivision Regulations) must be attached to the preliminary plat application. (Sub. Regs. 36-206) Contact the Development Review office to determine if a variance is allowed.
	3. Subdivision Name, North Arrow and Scale: 1"=100', or as necessary to provide dimension detail. (Sub. Regs. 36-263)
	4. A location sketch showing the location of the plat in relation to surrounding streets. Orient the location sketch with the plat drawing. (Sub. Regs. 36-263)
	5. Legal description and the preliminary plat must include the entire area of ownership. Legal description to include any required additional right-of-way. (Sub. Regs. 36-263)

	6. Name and address of both the owner and the subdivider with sufficient data to show ownership. (Sub. Regs. 36-243)
	7. Provide a legal boundary survey of the property proposed for platting that conforms to the detailed standards for subdivision surveys of the Missouri Minimum Standards (10 CSR30-2.090). (Sub. Regs. 36-263)
	8. Name/seal of surveyor and engineer along with date of preparation.
	9. The name and location of all adjoining subdivisions drawn with dotted lines at the same scale. Adjacent unplatted land shall show property lines and name of owner of record. (Sub. Regs. 36-263)
	10. Lots in new subdivisions are to be numbered consecutively from one to the total number of lots proposed. Including dimensions and the lot area of the smallest lot to be platted. (Sub. Regs. 36-263)
	11. Location and size of proposed parks, playgrounds, churches, or school sites for dedication to public use, or to be reserved by deed of covenant for the use of all property owners in the subdivision. (Sub. Regs. 36-263)
	12. Copy of any existing protective covenant or deed restrictions. (Sub. Regs. 36-263)
	13. Topography with contour intervals not exceeding two (2) foot intervals showing the locations of any natural features such as watercourses, drainage ways, flood prone areas (check the City database), sinkholes, depressions, wooded areas, steep slopes (>10%), rock outcroppings, permanent or wet weather springs or other geological features within the site. (The City has 2-foot contours available for purchase.) (Sub. Regs. 36-263)
	14. Show the current adopted floodplain. Delineate the floodway and floodway fringe. Show the zone designation, map panel, & effective date. For un-numbered A-zones, show the base flood elevation for each lot. For un-numbered A-zones, provide methodology and/or calculations to define the base flood elevations and floodway. (Sub. Regs. 36-249)
	15. The name, location and width of all existing and proposed streets, alleys, easements and residential building setbacks both within and adjacent to the subdivision. (Sub. Regs. 36-263)
	16. The location of all existing buildings, sewer mains, water mains, gas mains or other underground structures, easements or other existing features. (Sub. Regs. 36-263)
<b>STORMWATER:</b>	
	17. For all concentrated storm water flows, the size of the offsite drainage area, the 100-year design flow rate and the approximate location of the 100-year floodplain boundary on the subject tract must be provided. The topographic information referenced in Item 13 should extend upstream and downstream beyond property lines sufficiently to show the 100-year floodplain and typical cross section of both the discharging and receiving drainage system. The distance upstream and downstream that will be needed will be discussed at your Pre-Subdivision Review and in your Pre-Subdivision Review letter. (Sub. Regs. 36-249; 36-250; 36-263)
	18. Provide the location and description of existing and proposed public and private drainage facilities, proposed easements, and existing easements on the property or adjacent to the property as could be determined by a title search. (Sub. Regs. 36-263)
	19. Show the location and estimated volume required for all proposed detention basins (volume estimates will be based on a formula provided by the City.) Provide the approximate dimensions of the basin, the outlet structure discharge elevation (low point), and the top of the berm elevation which will provide the approximate volume required. Indicate the method of draining the site to the detention basin. Detention basins must discharge to a drainage easement, right-of-way or certified natural drainage channel having sufficient capacity to convey any increases in runoff. Runoff from the development must be contained within the downstream conveyance system. (Sub. Regs. 36-263)
	20. Provide a hydrologic and geologic sinkhole study approved by Public Works on all onsite sinkholes, including location of the rim based on the highest enclosed contour and approximate 100-year ponding elevation (sinkhole plugged). The approximate location of non-buildable areas must be shown. (The City will provide the developer with existing data and studies). (City Code Ch. 96)
	21. Provide a preliminary hydrologic sinkhole report on all off-site sinkholes receiving runoff from the subject property, including 100-year, 24 hour ponding elevation (sinkhole plugged). (The City will provide the developer with existing data and studies). (City Code Ch. 96)

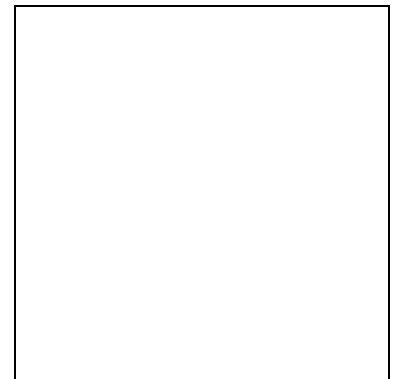
	22. If proposing a payment of a fee in lieu of constructing detention, verify with Storm Water Services Division that it is permissible for the subject property. If permissible, an application form and all required calculations must be submitted for review and approval by the Storm Water Division. Approval of a payment in lieu of detention is not automatic and is considered on a case by case basis. (City Code Ch. 96)
	23. All storm water calculations and geological studies, if sinkholes are involved, must be completed by a qualified, licensed professional engineer or geologist registered in the State of Missouri. (R.S.Mo Section 327; 20 CSR 2030-2; 4 CSR 145-4)
<b>WATER QUALITY:</b>	
	24. Provide a description of the post-construction Storm Water Best Management Practices and how permanent water quality requirements are being met, such as water quality filter for detention outlet, grass filter strips, or other approved methods. (City Water Quality Protection Policy, Resolution 99-168)
<b>SANITARY SEWER:</b>	
	25. Show the location of existing and proposed sanitary sewers together with information regarding any necessary improvements, including forced mains and lift stations. Show all existing and proposed easements on the plat. (Forced mains/lift stations must be preapproved by Public Works Sanitary Services.) (Sub. Regs. 36-263)
	26. Identify any sewer capacity issues according to the information you will receive at your Pre-Subdivision Review and in your Pre-Subdivision Review letter. (Sub. Regs. 36-263)
<b>STREET SYSTEM:</b>	
	27. Indicate the functional classification of adjacent and internal streets per the Ozark Transportation Organization's Major Thoroughfare Plan. (Sub. Regs. 36-243; 36-263)
	28. Show existing right-of-way widths on adjacent streets and dedication of additional right-of-way, including right-of-way triangles at intersections, to bring existing and future streets up to city standards according to the street classification as shown in the Major Thoroughfare Plan. (Sub. Regs. 36-243; 36-263)
	29. Show how the proposed street system provides connectivity, pursuant to City Council Policy, in all directions and show how streets are projected to property lines to provide for orderly development on adjacent parcels. (Sub. Regs. 36-243)
	30. Insure opposing streets directly oppose one another or are offset by more than 150 feet. (Sub. Regs. 36-243)
	31. Show that proposed cul-de-sac streets are less than 800 feet in length and have adequate turn around area. Show that temporary dead-end streets have adequate temporary turn around area. (Sub. Regs. 36-243)
	32. Show existing and proposed sidewalks adjacent to and within the proposed subdivision. (Sub. Regs. 36-250; 36-263) If you intend to request a subdivision variance to allow the payment of a fee in lieu of constructing sidewalks, make sure to include the request for a subdivision variance with the preliminary plat submittal. (Sub. Regs. 36-233)
	33. The Traffic Impact Statement, when required, must show that the proposed street system and traffic control is sufficient for anticipated trip generation within and adjacent to the subdivision plat. (Sub. Regs. 36-243; 36-250) You will receive information regarding whether a Traffic Impact Statement will be required at your Pre-Subdivision Review and in your Pre-Subdivision Review letter.
<b>STREET DESIGN:</b>	
	34. Indicate whether any existing or proposed street within or adjacent to the subdivision is programmed for upgrading or construction in the Capital Improvement Program. Information will be provided and discussed at your Pre-Subdivision Review and in your Pre-Subdivision Review letter.
	35. Show right-of-way width, pavement width and storm water facilities for streets accessing the subdivision. Improvements to an existing street may be required if that street does not provide adequate service for the proposed subdivision. (Sub. Regs. 36-263)
	36. Indicate the profile grade and typical cross section of each proposed street, including the location of proposed culverts and bridges. This information may be provided in an engineering report. (Sub. Regs. 36-263)

	37. Show that horizontal and vertical design standards can be met for each street or submit an application for a subdivision variance. This information may be provided in an engineering report. (Sub. Regs. 36-243; 36-250)
<b>ACCESS: (City Code Ch. 98, §§116-118)</b>	
	38. Show cross access easements, marginal streets (frontage roads), and/or back access parallel to arterial streets. (Sub. Regs. 36-263)
	39. Address required access spacing based on street classification and relative to existing access conditions, including median openings, signalized.
	40. Address required sight distance for proposed street (and potential driveway) intersections with respect to street classification. (Sub. Regs. 36-243, 36-250)
	41. Show all established access limitations. (Sub. Regs. 36-263)
<b>SUBMIT:</b>	
	42. Paper Submittal: Eleven (11) prints of the proposed development (one of which is a black-line 11" x 17"). Twelve (12) prints if on a State Highway. Make sure they are signed and sealed by the design professional(s) who prepared the plat in accordance with State law. When a technical report is required, submit three (3) copies, signed and sealed by the professional who prepared the report. (Sub. Regs. 36-263) Electronic Submittal through E-plans: 1) Submit one (1) electronic copy through E-plans of proposed development, signed and sealed by design professional. 2) If required, submit one (1) electronic copy through E-plans of the technical report, signed and sealed by the professional who prepared the report. (Sub. Regs. 36-263)
	43. A Preliminary Plat application completed and signed by the property owner. (Sub. Regs. 36-226)
	44. Plat fee. Note: Fees are non-refundable. (Sub. Regs. 36-226)

The above checklist has been followed to determine that all necessary requirements and submissions have been met for a complete and accurate preliminary plat application.

Design Professional Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Preliminary Plat Checklist is considered to be a required element of the submission of a Preliminary Plat and as such must be sealed by the responsible design professional.



(Seal of Responsible Design Professional)