



PRE-APP # _____

**PRE-APPLICATION CONFERENCE
FOR NEW DEVELOPMENT**

If you would like to have a pre-application conference for New Development, please complete and submit this application to Building Development Services. A conference will be scheduled. Submittals will be reviewed in the order in which they were received. Hiring a Missouri registered Architect or Engineer to prepare and attend the scheduled conference is recommended. A representative from this office will call you to confirm the time and location.

Site Address: _____

Applicant's Name: _____

Telephone Number: _____ Email Address: _____

Architect or Engineer's Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Description of proposed Use(s): _____

Upon receipt of this application the City will create a pre-application review case in our ePlans review system. You will receive an invitation to submit a proposed site plan via ePlans. The submittals shall include the minimum information listed below for review.

- Site Plan Drawn to Scale
- Legal Description of the Property Boundaries
- Adjacent Streets and Easements
- Proposed Driveway Locations
- Existing and Proposed Structures
- Proposed Parking Lots
- Utilities – Gas, Water, Sewer, and Electric
- Proposed Stormwater Drainage

[Building Development Services](#)

417-864-1061

[City of Springfield](#)

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