



**CITY OF SPRINGFIELD**  
COMMUNITY DEVELOPMENT DEPARTMENT  
PLANNING & ZONING DIVISION

SUBDIVISION APPLICATION  
(PRELIMINARY AND FINAL)

**FOR PLANNING USE ONLY**

Case #: \_\_\_\_\_  
Date/time recv.: \_\_\_\_\_  
Recv. by: \_\_\_\_\_  
Application Fee:  
Planning: \$ \_\_\_\_\_  
Ad: \$ \_\_\_\_\_  
Engineering: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_  
Review Type: Admin CPB BZA

Date Filed \_\_\_\_\_

1. Please check one:       Preliminary       Final       Combined  
2. Name of Subdivision:

\_\_\_\_\_

Location: City \_\_\_\_\_ County \_\_\_\_\_ Township \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ Range \_\_\_\_\_

3. Subdivision Development Team:

a. Name of Owner:

\_\_\_\_\_

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

b. Name of Developer: \_\_\_\_\_

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

c. Name of Engineer: \_\_\_\_\_

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

4. Subdivision Plan:

a. Please check one:  Commercial     Residential     Industrial     Mixed use

b. Date when construction will start \_\_\_\_\_

c. Total Area \_\_\_\_\_

d. Area subdivided in lots \_\_\_\_\_

e. Area in streets \_\_\_\_\_

f. Typical lot width \_\_\_\_\_ depth \_\_\_\_\_

g. Lineal Feet of Street: Major \_\_\_\_\_ Minor \_\_\_\_\_

h. Area dedicated for public purposes \_\_\_\_\_

i. Number of Lots: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

- j. Area reserved for: Residential\_\_\_\_\_ Commercial\_\_\_\_\_ Industrial\_\_\_\_\_
  - k. Will dwelling be built on each residential lot before the lot is sold?\_\_\_\_\_
  - l. Zoning Classification of the area, if any: \_\_\_\_\_
  - m. Are any changes in zoning proposed? \_\_\_\_\_
  - n. Are public utilities available in the area? \_\_\_\_\_  
Sanitary Sewer \_\_\_\_\_ Water \_\_\_\_\_ Storm Drainage \_\_\_\_\_
  - o. Is any part of the plat within the area flooded in the 1913 flood?\_\_\_\_\_
  - p. Are map elevations based on sea level datum? \_\_\_\_\_
  - q. Landowners Association? \_\_\_\_\_
  - r. Covenants/Dead restriction? \_\_\_\_\_
5. Typical Dwelling:

Stories \_\_\_\_\_ Rooms \_\_\_\_\_ Size \_\_\_\_\_

Garage: Attached \_\_\_\_\_ Detached \_\_\_\_\_ None \_\_\_\_\_

6. Applicant Name \_\_\_\_\_

Applicant's Status (*attach proof of ownership or agent authorization*)

Owner     Agent (*agent authorization required*)     Tenant (*agent authorization required*)

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Email \_\_\_\_\_

**I/WE CERTIFY AND ACKNOWLEDGE THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

\_\_\_\_\_  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing application is acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

NOTARY SEAL \_\_\_\_\_

Signature of Notary Public, State of \_\_\_\_\_

Also, please include the following (with this application):

1. Agreement to extend 30 day approval period.
2. 12 copies of Preliminary Plats (1 copy 8.5 x 11 scaled, 11 copies 18 x 24 scaled).  
7 copies of Final Plats (1 copy 8.5 x 11 scaled, 6 copies 18 x 24 scaled).
3. Proof of Ownership or Owner Affidavit
4. Zoning and Engineering Review Fees  
Preliminary Plat: \$300 + \$10/lot --(Planning) + \$750 (Engineering)  
Final Plat: \$750 (Engineering). The fee must be submitted with the application.