ADMINISTRATIVE PLAT PROCESS

(LOT LINE ADJUSTMENTS, LOT CONSOLIDATIONS, LOT SPLITS)

"Whenever a parcel wishes to become two (2) or fewer lots, the Planning Commission may waive the separate submission requirements for the Preliminary and Final Plats to expedite the review process if, in the judgement of the Planning Commission, separate submission will not serve the public interest and will not conflict with the intent of these regulations."

Springfield Subdivision Regulations

Step 1: The subdivider must submit to the City of Springfield plans and data in sketch form showing ideas for the proposed subdivision of land. A sketch plan shall include:

- The proposed tentative layout of streets, lots, and other features in relation to existing streets, utilities, topography, and other conditions.
- A general location map showing the proposed subdivision and community facilities in the area, such as streets, alleys, schools, parks, commercial areas and other data supplementing the plans which outline or describe all of the proposed development as it relates to existing conditions.

After review, the City of Springfield will inform the subdivider whether such plans and data submitted meet the ordinance requirements and will describe any inconsistencies in the proposed plat.

Step 2: The below listed copies of both Preliminary and Final Plats, and the Administrative Plat fee. The applicant then formally proposes the plat to the City of Springfield.

Electronic version of preliminary and final plats.

Preliminary Plat Copy Requirements:

1 paper copy
1 letter or legal size reproducible copy

Final Plat Copy Requirements:

1 paper copy
1 letter or legal size reproducible copy

Please contact City Hall with any questions regarding this process.