



## Application for Final 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 FINAL PLAT:** \_\_\_\_\_

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

The signers of this application ask the Director of Planning and Development of the City of Springfield, Missouri to approve this final plat under the provisions of the City of Springfield's Subdivision Regulations and have it recorded with the Recorder's Office of Greene County, Missouri. The signers affirmatively represent and warrant 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.

### IS THIS AN APPEAL OF AN ADMINISTRATIVE DENIAL?

Check yes only if the Director of Planning and Development rejected your final plat. ☐ Yes

The signers of this application ask the Planning and Zoning Commission to approve this final plat as being in substantial conformance with the approved preliminary plat.

### PROPERTY OWNER'S INFORMATION:

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

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

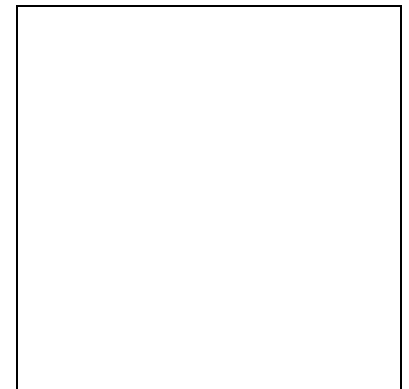
Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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

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



(Corporate Seal)

## CHECKLIST FOR FINAL PLAT

Subdivision Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

PLN Number: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Surveyor Advised: \_\_\_\_\_

☐ Completed, Forwarded for Review

☐ Returned to Surveyor as Incomplete

### Notes:

- If public improvements are required, the consulting engineer must sign, seal and date Section 1 of this checklist. The surveyor must sign, seal and date the remainder of this checklist and return a copy of it to the Zoning and Subdivision Services office with the correct number of final plat check prints.
- Final plats will be returned to the surveyor if they are determined to be incomplete. Only a complete final plat, as outlined in this checklist, will be forwarded for review by the necessary agencies.
- Final plats will be returned to the surveyor if the public improvement plans are not yet approved by Public Works. Also, Public Works will return the final plat it doesn't match the public improvement plans or if it is a phase and it doesn't match the improvement plans.
- All the items below must be on the final plat to insure that there is sufficient information for the final plat to be reviewed. Accuracy of the information will be checked during the full review process.

<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>1. The public improvement plans for the subdivision have been approved by Public Works. The accepted final improvement plans match the phase of the final plat or an application to secure public improvements has been uploaded into e-plans?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border-bottom: 1px solid black;">Plan Type</td> <td style="width: 30%; border-bottom: 1px solid black;">PW Plan No.</td> <td style="width: 40%;"></td> </tr> <tr> <td>Sanitary Sewer:</td> <td style="border-bottom: 1px solid black;"></td> <td rowspan="6" style="text-align: center; vertical-align: middle;"> <div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div> <p>(Seal)</p> </td> </tr> <tr> <td>Lift Station &amp; Force Main:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>New Streets/Sidewalks:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Storm sewers:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Stormwater Detention:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Other:</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; height: 30px;"></td> <td style="border-bottom: 1px solid black;">Date: _____</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black; height: 30px;"></td> <td style="border-bottom: 1px solid black;">Fax Number: _____</td> </tr> <tr> <td colspan="3" style="border-bottom: 1px solid black; height: 30px;"></td> </tr> </table> <p>Consulting Engineer's Signature</p> <p>Printed Name</p>	Plan Type	PW Plan No.		Sanitary Sewer:		<div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div> <p>(Seal)</p>	Lift Station & Force Main:		New Streets/Sidewalks:		Storm sewers:		Stormwater Detention:		Other:				Date: _____			Fax Number: _____			
Plan Type	PW Plan No.																									
Sanitary Sewer:		<div style="border: 1px solid black; width: 200px; height: 150px; margin: 0 auto;"></div> <p>(Seal)</p>																								
Lift Station & Force Main:																										
New Streets/Sidewalks:																										
Storm sewers:																										
Stormwater Detention:																										
Other:																										
		Date: _____																								
		Fax Number: _____																								
<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>2. Prepare and submit within two years from the date of the preliminary plat approval.</p>																									
<input style="width: 30px; height: 30px;" type="checkbox"/>	<p>3. Fourteen (14) check prints, (15) if on a State Highway or only (1) copy if uploaded in e-plans.</p>																									

<input type="checkbox"/>	4. Size sufficient to include all necessary endorsements and acknowledgements. Sizes 17" x 22" or 24" x 36".
<input type="checkbox"/>	5. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. Each sheet must have the space in the upper right corner for the Recorder's label. For large subdivisions, the Final Plat may be submitted for approval progressively in contiguous sections satisfactory to the Commission. If you did not have a phasing plan approved with the Preliminary Plat, you must submit a phasing plan to the Administrative Review Committee for approval prior to submittal of a phased Final Plat.
<input type="checkbox"/>	6. Scale: Suitable for detail dimensions.
<input type="checkbox"/>	7. Exact boundary legal description, to include street rights-of-way being dedicated. Legal conforms exactly with dimensions, points called out and bearings or internal angles as shown on plat, including the direction of closure.
<input type="checkbox"/>	8. Land reference control point.
<input type="checkbox"/>	9. Point of beginning designated.
<input type="checkbox"/>	10. Distance N-S and E-W of point of beginning from land control point in legal description.
<input type="checkbox"/>	11. Traverse bearings and internal angles. Provide Public Works proof of closure on a separate sheet. Error of closure must meet Mo. Min. Standards for Property Boundary Surveys.
<input type="checkbox"/>	12. Curve data required on all curves. Length of all arcs, radii, internal delta angles, points of curvature, tangent bearings and points.
<input type="checkbox"/>	13. North arrow. True north or grid north according to Mo. Coord. System of 1983 Central Zone.
<input type="checkbox"/>	14. Date of Preparation. (Under Surveyor's signature)
<input type="checkbox"/>	15. Name of Subdivision
<input type="checkbox"/>	16. Names of adjacent subdivisions and owners of adjoining parcels of un-platted land using dotted lines.
<input type="checkbox"/>	17. Names and right-of-way widths of adjacent streets. Show both sides of adjacent right-of-way and distance to each from centerline (and land line if different).
<input type="checkbox"/>	18. Names and right-of-way widths of streets within the subdivision. Names must match existing street names which align with proposed streets or are not used elsewhere in the City.
<input type="checkbox"/>	19. Plat boundaries are to be darkened.
<input type="checkbox"/>	20. Proposed building setback lines.

<input type="checkbox"/>	21. Width of lot at building setback lines shown when lots are located on a curve or when side lot lines are other than 90° to the street line.
<input type="checkbox"/>	22. The location of all existing buildings, or underground structures and all existing easements or other existing features. Existing easements not dedicated by an earlier recorded final plat must have the Recorder's Office book and page identification. Also show the location, dimensions and the book/page of all adjacent, offsite, sanitary sewer, utility and drainage easements.
<input type="checkbox"/>	23. New easements to accommodate new utilities, sewer, drainage and/or detention in accordance with the public improvement plans, along with the necessary dimensions and bearings.
<input type="checkbox"/>	24. Lots in the subdivision are numbered consecutively from one to the total number. Show minimum finish floor elevation to serve each lot by gravity sewer.
<input type="checkbox"/>	25. Lot lines with accurate dimensions in feet and hundredths, and angles or bearings when other than 90° to the street.
<input type="checkbox"/>	26. Lot lines radial to curve or perpendicular to street line.
<input type="checkbox"/>	27. Street center line bearings, curve data, PC, PI and PT.
<input type="checkbox"/>	28. Two permanent corner monuments for one straight side tied to Mo. Coord. System of 1983 and labeled with grid coordinates.
<input type="checkbox"/>	29. Express dedication to the public for streets, alleys, access limitations, rights-of-way, parks, school sites and other public places.
<input type="checkbox"/>	30. Name of owners certificate with acknowledgement statement and express representation that the parties joining in such dedication are the sole owners of the tract of land. Place for notary signature, printed name and seal.
<input type="checkbox"/>	31. If owner is a corporation, provide a place for the corporate seal and signature of one officer.
<input type="checkbox"/>	32. Location by section, township, range, city, county and state. If a re-subdivision of an existing or approved subdivision, then by lot or block numbers and name of original subdivision.
<input type="checkbox"/>	33. Certificate of Surveyor (see the required language in the Subdivision Regulations) and place for surveyor's seal.
<input type="checkbox"/>	34. Certificate of Planning and Zoning Commission approval.
<input type="checkbox"/>	35. Certificate of City Council approval.
<input type="checkbox"/>	36. A 2.5 inch by 4 inch block in the upper right-hand corner of the 1 <sup>st</sup> page of the final plat reserved for the Recorder's Office recording label.
<input type="checkbox"/>	37. Two copies (one copy if uploaded in e-plans) of deed restrictions or protective covenants, if any common area or common improvements exist within the Final Plat (see "Checklist for Preparing Declaration for

	Common Area"). Also, if any common area or common improvements exist within the Final Plat, a signed statement of conveyance of the common area to the Property Owner's Association shall be placed on the final plat.
<input type="checkbox"/>	38. Surveyor's date of preparation must be earlier than the date of execution.
<input type="checkbox"/>	39. Plat fees required. (Fees are non-refundable) Fees are required prior to recording.
<input type="checkbox"/>	40. Other special requirements deemed necessary and included in the conditional approval of the preliminary plat by the Planning and Zoning Commission.
<input type="checkbox"/>	41. Surface water drainage statement.
<input type="checkbox"/>	42. Drainage easement maintenance statement.
<input type="checkbox"/>	43. Certification of Title (original signatures required prior to recording).
<input type="checkbox"/>	44. Subordination Agreement (one for each lienholder, if any, required prior to recording)
<input type="checkbox"/>	45. Final Plat Application, completed and signed by the property owner (required prior to recording).
<input type="checkbox"/>	46. Property owner's name (or developer if different): _____  Mailing Address: _____ Zip Code: _____ Telephone: _____ Fax: _____ E-mail: _____
	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 45%;"> _____  Surveyor's Signature   _____  Printed Name   Date: _____   Fax Number: _____ </div> <div style="width: 45%; text-align: center;"> <div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"></div> <p>(Surveyor's Seal)</p> </div> </div>