

Signatures

Applicant:	The undersigned acknowledges that the information in this application is correct and accurate.
_____	Date: _____
Signature	

Print	

Owner:	If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.
_____	Date: _____
Signature	

Print	

Final Site Plan Equivalent Map Application Process

1. Applicant Submits a Final Site Plan Equivalent Map Application to the Development & Public Works Department

- The application must conform to the *Final Site Equivalent Map Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Final Site Plan Equivalent Map Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application & Issues a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

Final Site Plan Equivalent Map Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Submitted Concurrently** with a Major or Minor Site Plan Modification application
- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development & Public Works Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Final Site Plan Equivalent Map Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Five (5) Copies of a Map** to include the following:
 - At a scale not less than 1" = 100' or other appropriate scale
 - Property lines
 - Location, width, and type of existing public and private easements
 - Location of all existing buildings, including their use, dimensions, and date of construction, if known
 - Paved parking areas, including the number of parking spaces
 - Location of all public utilities
 - Location and identification of all outfalls, if there are waterways that abut the property. For properties that abut Water Quality Limited Watercourses, indicate the approximate location of top of bank and the 150-foot required setback from top of bank
 - Existing landscaping along the frontage of abutting rights-of-way
 - Notation of any State or Federal permits, including type and date of issuance
 - Any additional information required by the Director that may be specific to a particular property