



## THE CONCURRENT PLAT/SMALL TRACT SUBDIVISION PROCESS

“Whenever a subdivision or resubdivision of a parcel consists of four (4) 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.”

from

“Section 8 Concurrent Plats/ Small Tract Subdivision”  
Springfield Subdivision Regulations

Concurrent plats require three steps:

**Step 1:** The applicant attends a Pre-Application Conference with the Planning Commission. The City must be notified by the applicant at least seven (7) days prior to the Planning Commission meeting. The subdivider must submit to the Planning Commission 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 its relationship to existing abutting subdivisions 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.

There is no formal application or fee for the Pre-Application Conference. After discussion and review, the Planning Commission 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 applicant then attends a regular Planning Commission meeting to formally propose the plat. The City office must be contacted at least fifteen (15) working days prior to the Planning Commission meeting with a completed application, the below listed copies of both Preliminary and Final Plats, and the Concurrent Plat fee. The applicant then formally proposes the plat to the Planning Commission and the Commission then makes their recommendation to the City Council.

*Preliminary Plat Copy Requirements:*

4 Paper Copies  
1 letter or legal sized Reproducible Copy

*Final Plat Copy Requirements:*

3 Mylar Reproducible Copies ✓  
7 Paper Copies  
1 15" X 26" Reproducible Copy

**Step 3:** The applicant then attends a City Council meeting to request final approval of the plat. The City office must be notified at least fifteen (15) working days prior to the City Council meeting. The below listed copies of both Preliminary and Final Plats, including all changes required by the Planning Commission, must be submitted to the City office at least seven (7) days prior to the meeting.

*Revised Final Plat Copy Requirements:*

(if revisions were required by the Planning Commission)

3 Mylar Reproducible Copies  
7 Paper Copies  
1 15" X 26" Reproducible Copy

The applicant or a representative of the applicant must be present at each meeting to present the application and answer questions in order for action to be taken.

Please contact City Hall with any questions regarding this process.