

City of Springfield  
Development Services Department  
225 Fifth Street  
Springfield, OR 97477  
Phone: (541) 726-3759  
Fax: (541) 726-3689



## Conceptual Development Plan Application , Type III

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Applicant Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Property Address \_\_\_\_\_

Assessor's Map No. \_\_\_\_\_ Tax Lot No. \_\_\_\_\_

Size of Property \_\_\_\_\_ Square Feet or \_\_\_\_\_ Acres

Existing Use of Property \_\_\_\_\_

Specific Description of Proposal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The undersigned acknowledges that the information in this application is correct and accurate.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf**

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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**For Office Use Only:**

Journal No. \_\_\_\_\_ Received By \_\_\_\_\_

Map No. \_\_\_\_\_ Tax Lot No. \_\_\_\_\_

Date Accepted as Complete \_\_\_\_\_

# THE APPLICATION PACKET

## A COMPLETE APPLICATION CONSISTS OF:

1. A complete application page (all of the sections on the first page of this form must be filled out).
2. Eighteen (18) copies of the Conceptual Development Plan (21) copies for proposals in Springfield's Urban Growth Boundary). Refer to the appropriate Metro Plan or refinement plan policies for information and submittal requirements.
3. One additional copy of the plan which has been reduced to 8½" x 11" to be mailed as part of the neighboring property notification packet.
4. A written explanation of the proposal which addresses the applicable Springfield Development Code (SDC) site information requirements and criteria of approval.
5. The application fee. **Refer to the *Development Code Fee Schedule* for the appropriate fee.** A copy of the Fee Schedule is available at the Development Services Department.
6. A copy of the deed(s) to show ownership.

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**Note: When, as part of the development approval process, the application has been conditioned so that the recordation of a document is required, the applicant shall be responsible for paying the Lane County recording fee for any such required document. Documents requiring recordation include, but are not limited to: Development Agreements; Improvement Agreements; Deed Restrictions; Future Development Plans; Easements; Joint Use Access/Maintenance Agreements; and Dedication of Right-of-Way.**