



# Lake Lease *Permit Guidance*





Construction projects on Lake Springfield leased property require the leaseholder work through a review and permitting process that ensures compliance with both the Lake Springfield Land Use Plan and City of Springfield's Building and Zoning Department requirements.

In an effort to make the process easier to navigate, City Water, Light and Power, City of Springfield and the Springfield Lake Shoreline Improvement Association have collaborated to develop guidance.

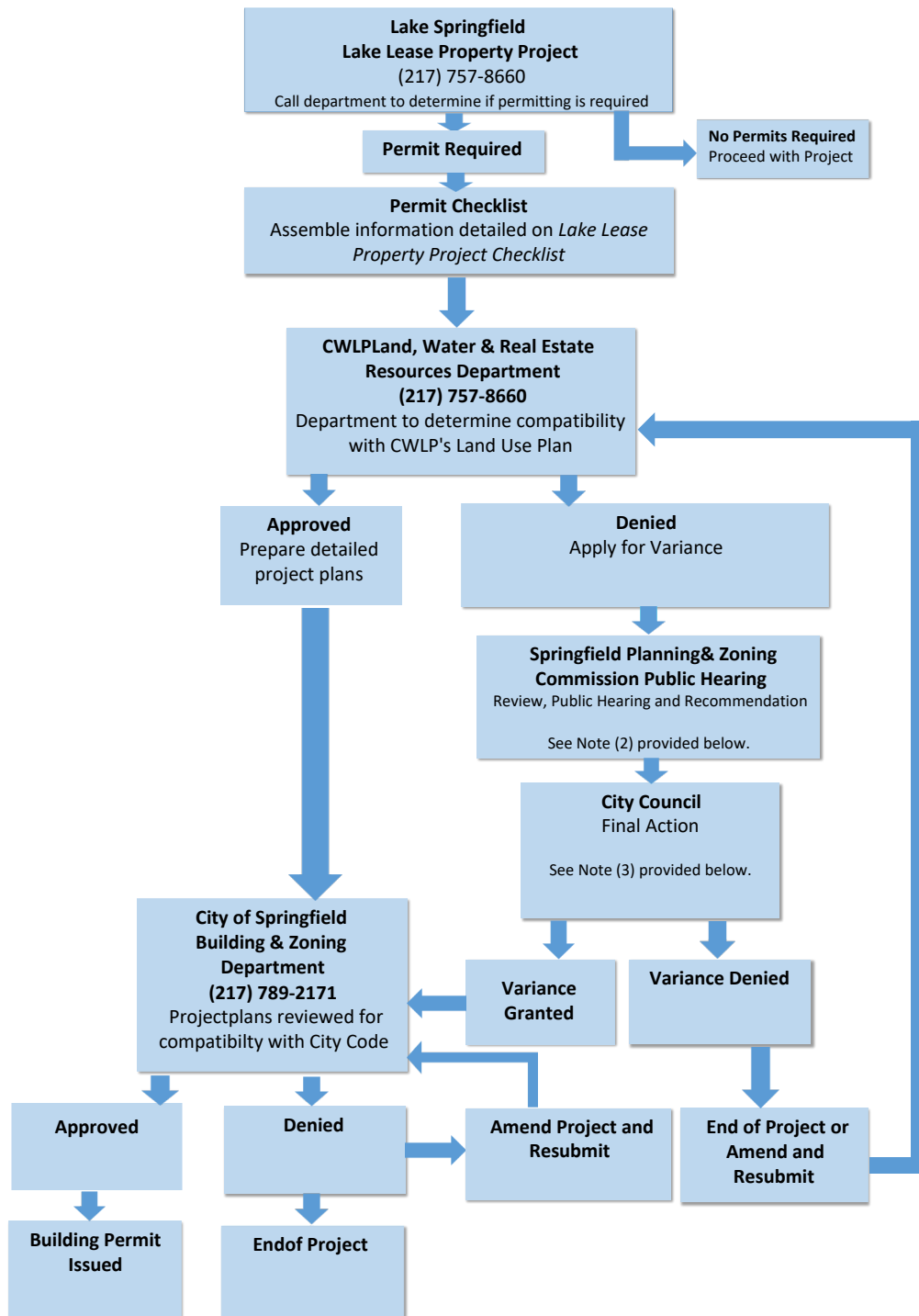
This document include examples of different projects needing permits, a permitting process flow chart, and a project checklist. We hope you find these helpful in navigating the permitting process.

Questions? Call Us:

CWLP Property Management

217-757-8660

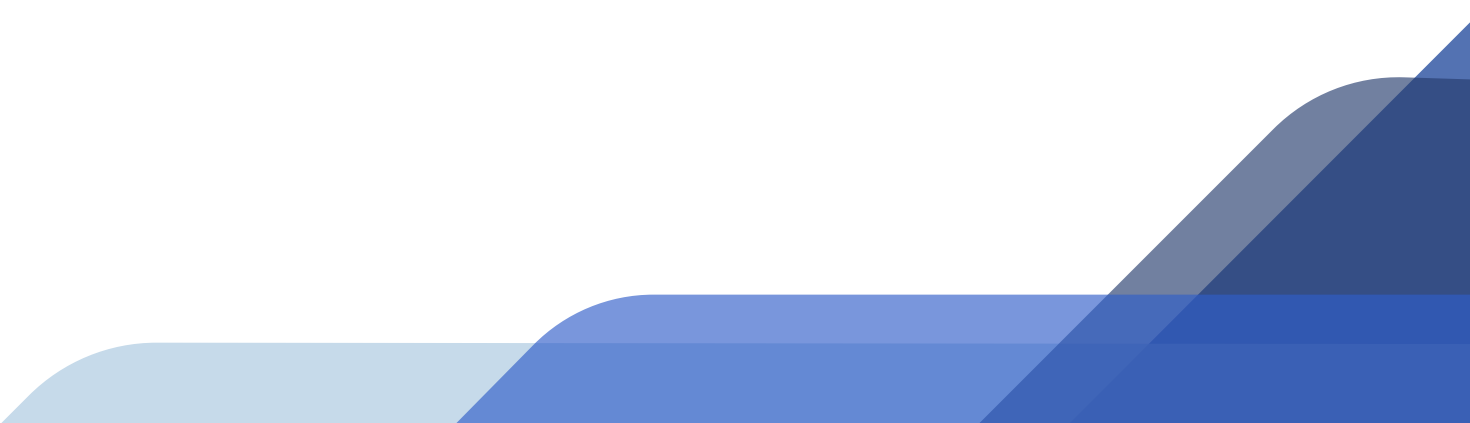
# Lake Springfield Lake Lease Property Project Flow Chart



- (1) Contact Zoning department at (217) 789-2171 to discuss process, and to obtain filing/hearing dates, and other related items to assist with drafting a variance petition.
- (2) Planning and Zoning Public Hearing to take place the 3rd Wednesday of the following month from the listed filing deadline date/month (i.e. if Jan 5 is the filing deadline, then the SPZC Public Hearing would be 3rd Wednesday in February).
- (3) City Council to take final vote on the Variance the 3rd Tuesday of the month following the Planning and Zoning Public Hearing.

# Lake Lease Property Project Checklist

Complete After Contacting  
CWLP Property Management 217-757-8660

- ☐ Review CWLP's Land Use Plan
  - ☐ Complete a conceptual sketch of project. Include all setback measurements on conceptual sketch.
  - ☐ Prepare an itemized project scope of work.
  - ☐ Contact CWLP Property Management at 217-757-8660 x 1024 or x 1095 to review and discuss the conceptualized project. Provide CWLP the contact name and number of leaseholder and the contractor if selected.
  - ☐ If CWLP requests additional survey information or a site visit to determine project conformance with the Land Use Plan, provide additional information or schedule site visit.
  - ☐ Modify conceptual project design or proceed as the *Lake Lease Property Project Flow Chart* directs.
- 

# CWLP Lease Improvement Checklist Building - Remodel - Modifying on Lake Springfield Leased Property (Examples July 2025)

Permit Required, Contact CWLP prior to applying for Building Permits*		Permit Required, See Building & Zoning (No Square Footage Added)*	
1	Adding Square Footage to Structure	1	Interior Remodel w/ Structural Change
2	Adding a Permanent Structure	2	Bath Room Remodel
3	Demo of Any Home, Garage, Boat House	3	Kitchen Remodel
4	Installation of Any Dock	4	Moving or Eliminating Any Wall
5	Installation of Seawall	5	Replacing Roof
6	Boat House or Open Side Boat Cover	6	Replacing Deck or Dock Boards
7	Driveway Relocation	7	Furnace or A-C Replacement
8	Relocating Lot Entry Location	8	Water Service Update
9	Installation of a Deck	9	Installation of Backup Generator
10	Installation of Sports Courts or Similar	10	Roof Line Modification
11	Retaining Wall(s)	11	Change From Pervious to Nonpervious Drive
12	Ground Mounted Solar Panels	12	Removal and/or Installation of Siding
13	Pools	13	Door & Window Replacement
14	Fences	14	Insulation Upgrade
		15	Solar Panel Roof Installation

\* Contact CWLP Property Management to Determine if Permitting is Required (217) 757-8660

See Section 170.10.22 of City of Springfield City Code for a list of activities that are exempt from the Building and Zoning permit process. Activities exempt from the City of Springfield Building and Zoning permit process may still require CWLP approval.