

City of Stillwater
Minor Amendment to Commercial Use-By-Right Site Plan
Chapter 23, Article 14

Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM
Per Resolution CC-2007-16

Alteration of an approved commercial use by right site plan wherein the total square footage of the new building/development area is less than fifty percent (50%) of that which is existing and does not otherwise exceed seven thousand (7,000) square feet for a single commercial building and/or fifteen (15,000) thousand square feet for any commercial building that contains multiple units/storefronts/uses, and/or fifty (50,000) thousand square feet for an industrial use which does not otherwise increase the height of a building over two (2) stories, or will not cause a significant or notable change in vehicular circulation or impact upon adjoining properties or public streets. The minor amendment shall also be considered for new parking lots or the expansion of existing parking lots. Only that portion of the site being proposed as the minor amendment shall be evaluated. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23.284	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FILING FEE OF \$25.00 PLUS \$0.01/SQ FOOT OF BUILDING(S).	
	TWO (2) SETS OF THE APPROVED COMMERCIAL USE-BY-RIGHT SITE PLAN BEING AMENDED.	
	FOUR (4) SETS OF PLANS, 1 (8.5X11) COPY, AND 1 DIGITAL SUBMISSION EMAILED TO DIGITALS@STILLWATER.ORG PROVIDING ACCURATE REPRESENTATION AND EXPLANATION OF ANY EXISTING IMPROVEMENTS OR NOTABLE EXISTING MAN-MADE OR NATURAL FEATURES CURRENTLY EXISTING ON THE SUBJECT PROPERTY:	
	a.) Title block with name of development, date of preparation, written scale, property address, and revision date(s);	
	b.) Name and address of property owner/developer and person responsible for preparation of the drawing;	
	c.) Graphic scale, north point, and legend;	
	d.) Location and length of boundaries of the entire tract to the nearest foot;	
	e.) Location and identification of existing and proposed public right-of-way as well as public and private easements;	
	f.) Location, area, general use of existing and proposed buildings and other structures;	
	g.) Location of off-street parking, loading spaces and access drives;	
	h.) Location of existing and proposed utilities, including sewer mains and manholes, water lines, valves and fire hydrants, transformers.	
	Final drainage study and drainage plan in compliance with Article 15, City Code.	

INFORMATIONAL
Check for possible costs involved with moving any existing electric utility equipment due to plan boundaries. (Terms & Conditions of Service)

Certification: I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Preparer's Signature _____ Date _____