CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT
APPLICATION FOR REVIEW/ACTION

ZONING:

_____ Map Amendment
_____ Planned Unit Development
_____Preliminary
_____Final
_____Subdivision
_____Amendment
_____ Specific Use Permit
_____ Annexation

SITE PLANS:

_____Minor Amendment
_____ Final Drill Site Development Plan

SUBDIVISION:

_____ Lot Split
_____ Commercial Minor Subdivision
_____ Minor Subdivision
_____ Preliminary Plat
_____ Final Plat

OTHER:

_____ Closing
_____ Improvement Plans
_____ Drainage Plans/Study
_____ Drilling Permit

COMMERCIAL USE-BY-RIGHT: Complete a Commercial Building Permit Application **AND** Commercial Use-By-Right Checklist

Title of Subdivision/Plan/Use:_____
Owner(s) of Property: _____
Owner(s) Address:_____
Owner(s) Phone/Fax/Email: _____
Applicant/Developer of Property: _____
Applicant/Developer Address: _____
Applicant/Developer Phone/Fax/Email:_____
Design Engineer address/phone/fax/email & Registration No.: _____

_____

Surveyor address/phone/fax/email & Registration No.: _____

_____

Address or Description of Property to be Subdivided/Developed: _____

_____

Original Tract Deed Book and Page Number:_____
Number of Acres in Development: _____
Number of Lots Created: _____
Current Zoning/Requested Zoning:_____
Reason for zoning request/use permit/map amendment (describe project):

_____

_____

This application must be accompanied by the appropriate checklist for the type of item being submitted for review. This application must be completed, signed, and dated by the Applicant and Owner(s).

We do hereby certify that the information provided herein is both complete and accurate to the best of our knowledge, and we understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

_____ _____
Applicant/Preparer Date Owner/Agent (with documentation) Date

_____ _____
Applicant/Preparer Date Owner/Agent (with documentation) Date

For City of Stillwater Use Only: CASE NO#:_____

Submission Date:_____ Processing Tract: IRC_____, PC _____, CC_____
Approval Date: _____ Fees: _____ Number of Copies: _____

City of Stillwater
Final Planned Unit Development (PUD)
Chapter 23, Article 15

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

The approved preliminary PUD may serve as the Commercial Minor Subdivision or as the PUD Preliminary Plat. Any improvement plans, final drainage study, and/or drainage plan associated with a final PUD must be accepted by the Development Services Director, or designee, prior to consideration of the final PUD plan or of a plat by the City Council. The intent of this CHECKLIST is to assist in expediting the process and outlining the procedures for approval of the PUD application. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23-308	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FINAL GRADING PLAN	
	FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 19)	
	6 COPIES OF APPROVED PRELIMINARY PUD PLAN REFLECTING COMPLIANCE WITH ALL CONDITIONS OF APPROVAL	
	FINAL SIGNAGE PLAN	
	FINAL LANDSCAPE PLAN	
	Section 23-317: Commercial Minor Subdivision, the plan shall include: a. A certified survey prepared by a licensed land surveyor, showing the entire parcel to be divided; b. Current zoning designation; c. An accurate description of the extent of the property division, including the location of boundaries; d. A typewritten and electronic/digital copy of the legal description of the individual lots of the property divided and emailed to DIGITALS@STILLWATER.ORG; e. Any easement, right-of-way, and other common public area/amenity granted by separate instrument.	

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