

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: _____
Approval Date: _____

Processing Tract: IRC _____, PC _____, CC _____
Fees: _____ Number of Copies: _____

City of Stillwater
Preliminary 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

A PUD application shall consist of the following documents which, if approved, shall be evidence of conformance with the requirements described in these regulations, as well as serve as the basis for review and approval of the final PUD plan, all subsequent subdivision plats, and building permits within the PUD. 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 23-307	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FILING FEE OF \$425.00 PLUS \$0.01/SQ FOOT OF BUILDING(S).	
	A TYPEWRITTEN LIST, CERTIFIED BY THE PAYNE COUNTY ASSESSOR, A LICENSED ABSTRACTOR, ATTORNEY, ENGINEER OR ARCHITECT OF ALL PROPERTY OWNERS WITHIN 300 FEET OF THE SUBJECT PROPERTY AND AN ELECTRONIC/DIGITAL COPY CAPABLE OF BEING REPRODUCED AS MAILING LABELS. THE OWNERSHIP LIST SHALL NOT HAVE BEEN PREPARED MORE THAN 30 DAYS PRIOR TO SUBMISSION OF APPLICATION.	
	TYPED LEGAL DESCRIPTION EMAILED TO DIGITALS@STILLWATER.ORG	
	PRELIMINARY DRAINAGE STUDY (ARTICLE 15)	
	PROOF OF OWNERSHIP	
	6 COPIES OF FULL-SIZED PLANS, 1 (8.5X11) COPY, AND ONE DIGITAL SUBMISSION EMAILED TO DIGITALS@STILLWATER.ORG and shall show the following:	
	(a) Name of the Planned Unit Development;	
	(b) Name and address of property owner of record and developer, if different;	
	(c) Graphic scale drawn at a scale no smaller than 1:100, north point, date, and legend;	
	(d) A typewritten and electronic/digital copy of the legal description of the subject property, which shall also indicate the size of the property in acres;	
	(e) Length of boundaries of the tract measured to the nearest foot;	
	(f) Location and identification of abutting subdivisions, and relationship with airport approach zone, flood hazard area, or city limits if applicable;	
	(g) Existing physiographical characteristics including contour lines at two-foot intervals and identification of natural water courses, flood plains, and wooded areas;	
	(h) Location and size of existing and proposed easements, utilities, and public rights-of-way;	
	(i) Classification of every public street in accordance with the intended use and proposed design;	
	(j) Location of all public/private streets;	
	(k) Proposed grading, where different from existing contours;	
	(l) Location, orientation, area, and height of existing and proposed buildings and other structures to include typical elevation drawings;	
	(m) Location and dimensions of proposed lot lines;	
	(n) A preliminary drainage study;	
	(o) Approximate density of residential uses, if any, expressed by number of dwelling units allocated to each identifiable segment of the P.D.;	
	(p) General location, identification, and amount of all land uses shall be established in the PUD and identification of land use types, including	

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	common areas and facilities that are to be owned and maintained by an association of individual property owners in the PUD;	
(q)	Table indicating the comparison between the requirements of the underlying zoning district and the proposed PUD;	
(r)	Location, arrangement, and dimensions of off-street parking and loading spaces, and access drives;	
(s)	Location, dimensions, and materials of fences and pedestrian walkways;	
(y)	Landscape plan as required for common areas and as required based on the underlying zoning;	
(u)	Location, area, height, and orientation of any signs not attached to buildings;	
(v)	Typical elevation drawings and construction materials – not applicable for single-or two-family residential applications;	
(w)	Identification of phase area boundaries, if development is to occur in phases;	
(x)	Certification by any owner(s), Planning Commission, and City Council; and	
(y)	A separate written request, as applicable, for any of the foregoing items to be waived or amended, with necessary explanation to justify such request.	
	STATEMENT OF INTENT	
(a)	Proposed name of the Planned Unit Development;	
(b)	Name, address, and telephone number of the property owner(s) of record, and developer, if different;	
(c)	Statement of the general concept of the proposed PUD, the special considerations which require the PUD zoning classification rather than a conventional district designation, and why, in the applicant's opinion, the proposed district would be in the public interest and is consistent with the stated objectives of the City with regard to the Planned Unit Development District classification;	
(d)	A statement of the substance of existing or proposed covenants, future ownership within the development; property owner's association contract, or other restrictions imposed upon the use of the land, buildings, and structures; and any other provisions which set forth mechanisms for ownership and maintenance of property within the PUD;	
(e)	The anticipated development time schedule for completion of proposed phases or stages of construction;	
(f)	A statement regarding the compatibility of the proposed development with the surrounding neighborhood to include such things as use of buffer or transition zones, projected range of value of structures, type of materials to be used, square footage of structures, hours of operation, etc.; and,	
(g)	Typical building elevations for determination of compatibility.	
	STANDARDS	
	Permitted uses. A PUD may be considered for any use or combination of uses allowed in a district as a use permitted-by-right, specific use, or accessory use. Any such use or combination of uses is subject to approval by the Planning Commission and City Council for compatibility and design. The amount, type, and location of all land uses shall be established on the PUD plan in tabular format, and reviewed with respect to compliance with the Comprehensive Plan and compatibility with adjacent development.	

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	Area and bulk standards. The design of the PUD may necessitate modification of conventional zoning requirements such as lot size, yards, lot coverage, parking, landscaping/screening, and building height on individual lots.	
	Screening. The PUD application shall show graphically the transitional treatment, where required, between residential and commercial zoning districts and between single-family residential and multi-family residential zoning districts, that will be employed to separate the PUD from abutting properties, including commitments to fencing, vegetation, earth berms, landscape screening, or similar techniques.	
	Access and circulation. The traffic circulation system within the PUD shall provide for the safe, convenient, and efficient movement of goods and people with a minimum of conflict between various modes of movement. Sidewalks or pedestrian trails shall be provided for pedestrian movement within the development and shall connect with existing pedestrian systems or allow for future extensions to activity centers such as schools and shopping areas outside the development. Shared parking facilities shall be encouraged with common access driveways within the development and abutting arterial streets.	
	Open space. Open space shall be provided for the common use of the residents or users of the PUD. Such open space and other common use facilities shall be located so as to be convenient and visually attractive to all of the intended users, as well as to protect flood hazard areas and natural wild life habitats. Open space areas shall be left in their natural state or landscaped and maintained in accordance with the approved plans for environmental amenity, recreational, or park use.	
	Signs. Signs shall be regulated for all uses as follows: <ol style="list-style-type: none"> 1. All signs shall be accessory to the identified uses within the PUD. 2. Monument signs, wall signs, and marquee signs are permitted by right. 3. Pole signs are permitted as based on the underlying zoning district requirements of Article 7, Division 3 (Signs). 4. Signs shall identify only the uses within the PUD 5. Monument signs shall not exceed four (4) feet in height if placed between the right-of-way line and the front setback and shall not exceed ten (10) feet in height when meeting the front setback. 	
	Common facilities. Privately owned common areas may be established where certain facilities are shared by several adjacent property owners within the PUD, or are available to the general public for use in connection with visiting individual properties in the PUD. Such common facilities may include private streets, off-street parking and access drives, service areas, recreational facilities, plazas and other open space, provided however, at least fifteen (15) percent of the area of any common open space shall be used for landscaping and/or pedestrian amenities. Common areas are to be shown on the plat/plan	
	Improvements. <i>Public:</i> All structures and subdivision improvements within a PUD shall be constructed to City standards. The standards and requirements of the subdivision regulations for paving of public streets shall be observed for all publicly dedicated streets within or adjacent to a PUD, regardless of whether or not it is being subdivided. A hard-surfaced pedestrian system, constructed to City standards and meeting ADA compliance, which may, but not necessarily, be conventional curb-line or property-line sidewalks shall be provided connecting all building areas, parking areas, and common facilities	

