

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
Preliminary Plat
Chapter 23, Article 16**

A subdivision **CHECKLIST** shall consist of the following documents which, if approved, shall be evidence of conformance with the requirements described in these regulations for a preliminary plat, as well as serve as the basis for review and approval of the subdivision. All items indicated as **SUCH** are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	Section 23-325	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FILING FEE	
	CERTIFIED LISTING OF PROPERTY OWNERS WITHIN 300 FEET OF SUBJECT PROPERTY	
	PRELIMINARY DRAINAGE STUDY (Article 19)	
	6 COPIES OF 24X36 INCH PLAT MAP(S), 1 (8.5X11) COPY, AND ONE DIGITAL SUBMISSION (DIGITALS@STILLWATER.ORG) OF THE PRELIMINARY PLAT shall show the following:	
	1. The scale, north point, and date.	
	2. The proposed name of the subdivision.	
	3. The name and address of the owner of record, the subdivider, and the registered engineer/licensed land surveyor.	
	4. A vicinity map showing the location of the proposed subdivision referenced to existing arterial streets for a distance not less than one (1) mile surrounding the subdivision boundaries.	
	5. The names, current zoning, and location of intersecting boundary lines of adjoining subdivisions, and the location of city limits within seventy-five (75) feet of the subdivision boundaries.	
	6. The contours of land within seventy-five (75) feet of the subdivision boundaries as it exists at the time the application is submitted with vertical intervals not greater than two (2) feet referenced to a United States Geological Survey or Coast and Geodetic Survey bench mark or monument	
	7. The location of existing buildings, ponds, lakes, streams, creeks, and easements within seventy-five (75) feet of the subdivision boundaries.	
	8. The location of dedicated rights-of-way, improved streets, railway lines and driveways within seventy-five (75) feet of the subdivision boundaries.	
	9. The length of the boundaries of the tract, measured to the nearest foot, and the proposed location and width of right-of-ways and easements, and the proposed location and size of lots, blocks, and outlots.	
	10. The location, size and type of existing sanitary and storm sewers, water mains, culverts, power and natural gas lines and other surface and subsurface structures and pipe lines within a minimum of seventy-five (75) feet of the subdivision boundaries and the proposed location, layout, type and proposed size of the following: <ul style="list-style-type: none"> a. Water mains. b. Sanitary sewer mains. c. Storm sewers, culverts and drainage facilities. d. Street improvements. e. Lift Stations. 	
	11. The full street name as defined in the Stillwater City Code and classification of every street within or adjacent to the subdivision in accordance with the intended use of the street based on the proposed design. The classification shall be shown in parentheses.	
	12. The following items associated with oil or gas drilling or producing	

