

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

**ZONING:**

- Map Amendment
- Planned Unit Dev.
  - Preliminary
  - Final
  - Subdivision
  - Amendment
- Specific Use Permit
- Annexation

**SUBDIVISION:**

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

**OTHER:**

- Closing
- Drainage Plans/Study
- Drilling Permit
- Improvement Plans
- Right-of-Way Agreement
- Small Business Permit
- Text Amendment

**SITE PLANS:**

- Minor Amendment
- Final Drill Site Dev. Plan

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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

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**For City of Stillwater Use Only:**      CASE NO#: \_\_\_\_\_

Submission Date: \_\_\_\_\_      Processing Tract: IRC \_\_\_\_\_, PC \_\_\_\_\_, CC \_\_\_\_\_

Approval Date: \_\_\_\_\_      Fees: \_\_\_\_\_      Number of Copies: \_\_\_\_\_

**City of Stillwater  
Specific Use Permit (SUP)  
Chapter 23, Article 6, Division 7**

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

Because the uses identified as requiring specific use permits are more intense or have a greater impact than those permitted by right, such uses shall be evaluated based upon their ability to locate next to less intensive uses. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

| APPLICANT | REQUIREMENTS  | CITY |
|-----------|---|------|
|           | <b>Section 23-180</b>   |      |
|           | COMPLETED APPLICATION FORM AND CHECKLIST  |      |
|           | FILING FEE: NEW CONSTRUCTION @ \$350.00 PLUS \$0.01/SQ FOOT OF BUILDING OR EXISTING BUILDING @ \$250.00 SHALL BE PAID UPON VERIFICATION OF COMPLETE SUBMITTAL.  |      |
|           | A TYPEWRITTEN LIST, CERTIFIED BY A LICENSED ABTRACTOR, 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 <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a>   |      |
|           | COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS  |      |
|           | BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN ABUTTING A RESIDENTIAL DISTRICT.  |      |
|           | ELECTRONIC PDF DRAWING, EMAILED TO <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a> shall show the following:   |      |
|           | a. Dimensions of the site, including easements and rights-of-way, and location with respect to streets and adjacent properties;   |      |
|           | b. Dimension of buildings and location with respect to property boundaries;   |      |
|           | c. Location and type of existing and proposed outdoor features such as signs, fences, landscaping, or outdoor light fixtures;   |      |
|           | d. Location, arrangement, and dimensions of off-street parking and loading spaces and access drives;  |      |
|           | e. Number of residential dwelling units, if any, per structure;   |      |
|           | f. Any other physical features or characteristics which may be unique to the property or particular use proposed;   |      |
|           | g. Existing use of abutting/adjoining properties  |      |
|           | h. Existing zoning of the subject property and the abutting/adjoining properties;   |      |
|           | i. Location of existing and proposed public utilities   |      |
|           | j. Distance from any public place as defined in Oklahoma Administrative Code Title 310, Chapter 681 (Per Ordinance No. 3416)  |      |
|           | COPY OF OKLAHOMA STATE DEPARTMENT OF HEALTH MEDICAL MARIJUANA LICENSE FOR<br><input type="checkbox"/> COMMERCIAL GROWER<br><input type="checkbox"/> PROCESSING/MANUFACTURING<br><input type="checkbox"/> DISPENSARY/RETAIL (PER ORDINANCE NO. 3416)   |      |
|           | FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 19)   |      |

**City of Stillwater  
Specific Use Permit (SUP)  
Chapter 23, Article 7, Division 7**

| <b>INFORMATIONAL</b>  |
|---|
| Required fire flows. Appendix B (2009 IFC)  |
| Hydrant spacing Section 507.5 and Appendix C (2009 IFC)   |
| Sprinkler requirements, Section 903 (IFC)   |
| Annual Inspections will occur to verify continual compliance with the conditions of approval of the SUP |

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**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