

**CITY OF STILLWATER - DEVELOPMENT SERVICES DEPARTMENT**  
**APPLICATION FOR REVIEW/ACTION IN THE FORM-BASED CODE AREA**

**Application Request:**

\_\_\_\_\_ Alternative Compliance  
\_\_\_\_\_ Warrant

**NOTE:** COMMERCIAL USE-BY-RIGHT (CUBR) and Minor Site Plan Amendments are required for all development within this special overlay district.

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Owner(s) of Property: \_\_\_\_\_  
Owner(s) Address: \_\_\_\_\_  
Owner(s) Phone: \_\_\_\_\_  
Owner(s) Email: \_\_\_\_\_  
Applicant/Developer of Property: \_\_\_\_\_  
Applicant/Developer Address: \_\_\_\_\_  
Applicant/Developer Phone/Fax: \_\_\_\_\_  
Applicant/Developer Email: \_\_\_\_\_  
Design Engineer address/phone: \_\_\_\_\_

Design Engineer email: \_\_\_\_\_

Surveyor address/phone and email: \_\_\_\_\_

Address or Description of Property to be Developed: \_\_\_\_\_

Original Tract Deed Book and Page Number: \_\_\_\_\_  
Reason for Alternative Compliance or Warrant request: \_\_\_\_\_

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

**City of Stillwater  
Alternative Compliances/Warrants  
Chapter 23, Article 25 & Appendix I**

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

Because the uses/issues identified as requiring alternative compliance or warrants are less consistent with the intent of the development guidelines of Form-Based Code and the Redevelopment Corridor such issues shall be evaluated based upon their ability to be located in the Redevelopment Corridor. This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	<b>For Alternative Compliance and Warrant Applications</b>	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	APPLICATION FEE: \$125.00	
	TYPED LEGAL DESCRIPTION EMAILED TO <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a>	
	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS (IF APPLICABLE)	
	Letter stating City's Code Section pertaining to request and explanation of scope of project.	
	<b>ALTERNATIVE COMPLIANCE REQUIREMENTS (AS WELL AS THOSE ABOVE)</b>	
	BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN REQUESTING ALTERNATIVE COMPLIANCE TO DESIGN STANDARDS (PROVIDE DRAWINGS OF: 1) DESIGN IF IN COMPLIANCE WITH ESTABLISHED; 2) DESIGNED WITH REQUESTED ALTERNATIVE COMPLIANCE.	
	LIST OF MATERIALS (IF REQUESTING NON-COMPLIANCE MATERIALS)	
	2 COPIES OF FULL-SIZED SITE PLANS, 1 (8.5x11) COPY, AND ONE DIGITAL SUBMISSION 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. Any other physical features or characteristics which may be unique to the property or particular use proposed;	
	f. Location of existing and proposed public utilities	

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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 \_\_\_\_\_