

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

ZONING:

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

SUBDIVISION:

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

OTHER:

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

SITE PLANS:

- Minor Amendment
- Final Drill Site Development Plan

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 Plat
Chapter 23, Article 16**

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

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 23-327	
	COMPLETED APPLICATION FORM AND CHECKLIST	
	FILING FEE OF \$150.00 PLUS (FOR RESIDENTIAL @ \$2.00/LOT) OR (FOR COMMERCIAL @ \$10.00/ACRE)	
	FINAL DRAINAGE STUDY AND FINAL DRAINAGE PLAN (ARTICLE 15)	
	IMPROVEMENT PLANS	
	AREA OF EACH LOT, OUTLOT, AND PUBLIC GROUND IN SQUARE FEET IN TABLE FORMAT ON SEPARATE DOCUMENT	
	6 COPIES OF 24x36 INCH PLAT MAP(S), 1 (8.5x11) COPY, AND ONE DIGITAL SUBMISSION EMAILED TO DIGITALS@STILLWATER.ORG OF THE FINAL PLAT shall show the following:	
	<ol style="list-style-type: none"> 1. The scale, north point, and date. 2. Title, including: <ol style="list-style-type: none"> a. Name of subdivision with phase and section number. Amended final plats that have been previously approved shall have the phrase "replat of" before the subdivision name along with a description of the portion of the original plat being replatted. b. Name of city, county, and state. c. Location of the subdivision referenced to section, range, and township. 3. The location and description of all section corners and permanent survey monuments in or near the tract to at least two of which the subdivision shall be referenced. Reference based upon State Plane Oklahoma North with NAD83 datum – may be by separate digital submission once final plat ready for recording 4. The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings dimensioned in degrees, minutes, and seconds as hereafter specified. 5. The boundary lines of the land being subdivided and the location of all subdivisions, and rights-of-way, immediately adjacent to the perimeter of the subdivision. 6. The lines of all proposed right-of ways and easements fully dimensioned by lengths and bearings. 7. All curves including right-of-ways and property lines shall be labeled with a number or alphabetical letter. The curve data labeled with matching numbers or alphabetical letters shall be shown on the plat in tabular form. 8. The full name of all proposed streets as defined in the Stillwater City Code. 9. The center line and width of all rights-of-way. 10. The lines of all proposed lots fully dimensioned by lengths and bearings, except where a lot line is parallel with a block line, the bearing may be omitted. 11. The lines of all proposed outlots or public grounds fully dimensioned by lengths and bearings. Public grounds shall be labeled as such. Outlots shall be labeled with the word "Outlot" 	

**City of Stillwater
Final Plat
Chapter 23, Article 16**

	followed by a consecutive lettering system starting with the letter "A."	
	12. The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.	
	13. The location, width, and purpose (i.e. drainage, utility, pedestrian, etc.) of all proposed easements with dimensions to be dedicated with the plat.	
	14. Statement dedicating any right-of-way, easements, or land to be used for streets, alleys, ways, commons or other public areas to the "City of Stillwater, Oklahoma, a municipal corporation," in accordance with Title 11 O.S. §41-109.	
	15. Signature blocks containing the following shall be included on the approved final plat prior to filing with the County Clerk. <ul style="list-style-type: none"> a. Signed owner's certificate and dedication. b. Licensed professional engineer/land surveyor's certificate, signed and sealed. c. Certificate for release of mortgage for any portion dedicated to the public. d. Planning Commission approval certificate. e. City Council approval certificate. f. County Treasurer certificate. 	

INFORMATIONAL

Provide an all weather fire lane prior to the delivery of combustibles.

All hydrants and mains to be in ground and operational prior to the delivery of combustibles.

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

**City of Stillwater
Improvement Plans Checklist
Sanitary Sewer, Water, Paving, Stormwater**

This **CHECKLIST** identifies the items needed. All items indicated as **SUCH** are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	1) COMPLETED APPLICATION FORM	
	2) SEWER PLANS: 1 SET PAPER AND 1 ELECTRONIC PLUS REVIEW FEE OF \$15.00 PER 100 LF (MINIMUM FEE OF \$75.00)	
	a) ODEQ APPLICATION (ODEQ 252:656-3-1)	
	b) ODEQ ENGINEERING REPORT FORM (ODEQ 252:656-3-1)	
	c) SEWER IMPACT ANALYSIS	
	d) CITY OF STILLWATER STANDARDS, SECTION 1500 – WASTEWATER COLLECTION SYSTEMS - DESIGN	
	e) CITY OF STILLWATER STANDARDS, SECTION 2500 – WASTEWATER COLLECTION SYSTEMS - CONSTRUCTION	
	f) CITY OF STILLWATER STANDARDS, SECTION 3500 – WASTEWATER COLLECTION SYSTEMS - DETAILS	
	3) WATER PLANS: 1 SET PAPER AND 1 ELECTRONIC PLUS REVIEW FEE OF \$15.00 PER 100 LF (MINIMUM FEE OF \$75.00)	
	a) ODEQ PERMIT APPLICATION Submitted with Water Line Plans	
	b) ODEQ ENGINEERING REPORT FORM (ODEQ 252:656-3-1)	
	c) WATER IMPACT ANALYSIS	
	d) CITY OF STILLWATER STANDARDS, SECTION 1400 – DRINKING WATER DISTRIBUTION SYSTEM - DESIGN	
	e) CITY OF STILLWATER STANDARDS, SECTION 2400 – DRINKING WATER DISTRIBUTION SYSTEM - CONSTRUCTION	
	f) CITY OF STILLWATER STANDARDS, SECTION 3400 – DRINKING WATER DISTRIBUTION SYSTEM - DETAILS	
	4) PAVING PLANS: 1 SET PAPER AND 1 ELECTRONIC PLUS REVIEW FEE OF \$15.00 PER 100 LF (MINIMUM FEE OF \$75.00)	
	a) CITY OF STILLWATER STANDARDS, SECTION 1700 – STREETS & APPURTENANCES - DESIGN	
	b) CITY OF STILLWATER STANDARDS, SECTION 2700 – STREETS & APPURTENANCES- CONSTRUCTION	
	c) CITY OF STILLWATER STANDARDS, SECTION 3700 – STREETS & APPURTENANCES - DETAILS	
	5) STORMWATER PLANS: 1 SET PAPER AND 1 ELECTRONIC PLUS REVIEW FEE OF \$15.00 PER 100 LF (MINIMUM FEE OF \$75.00)	
	a) CITY OF STILLWATER STANDARDS, SECTION 1800 – STORMWATER COLLECTION SYSTEM- DESIGN	
	b) CITY OF STILLWATER STANDARDS, SECTION 2800 – STORMWATER COLLECTION SYSTEM- CONSTRUCTION	
	c) CITY OF STILLWATER STANDARDS, SECTION 3800 – STORMWATER COLLECTION SYSTEM - DETAILS	
	Note: Not all ODEQ requirements are listed on this checklist. ***	

*** If improvement plans are lacking significant details required for a complete review of all proposals, the applicant will be notified of such and the processing of the application will halt until sufficient details are submitted and the application is deemed complete.

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