

**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: \_\_\_\_\_  
Approval Date: \_\_\_\_\_

Processing Tract: IRC \_\_\_\_\_, PC \_\_\_\_\_, CC \_\_\_\_\_  
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
	<b>Section 23-325</b>	
	<b>COMPLETED APPLICATION FORM AND CHECKLIST</b>	
	<b>FILING FEE: \$225.00 PLUS (RESIDENTIAL AT \$3.00/LOT *OR** COMMERCIAL AT \$10.00/ACRE)</b>	
	<b>CERTIFIED LISTING OF PROPERTY OWNERS WITHIN 300 FEET OF SUBJECT PROPERTY</b>	
	<b>PRELIMINARY DRAINAGE STUDY</b> (Article 15)	
	<b>TRAFFIC IMPACT ANALYSIS (FOR ANY PROPOSED DEVELOPMENT THAT CAN REASONABLY EXPECT TO GENERATE MORE THAN 1,000 VEHICLE TRIP ENDS DURING A SINGLE DAY AND/OR MORE THAN 100 VEHICLE TRIP ENDS DURING A SINGLE HOUR). ORD. NO. 3481</b>	
	<b>6 COPIES OF 24X36 INCH PLAT MAP(s), 1 (8.5x11) COPY, AND ONE DIGITAL SUBMISSION (<a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a>) OF THE PRELIMINARY PLAT</b> 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: a. Water mains. b. Sanitary sewer mains.	

**City of Stillwater  
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	<ul style="list-style-type: none"> <li>c. Storm sewers, culverts and drainage facilities.</li> <li>d. Street improvements.</li> <li>e. Lift Stations.</li> </ul>	
	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 operations and existing within seventy-five (75) feet of the subdivision boundaries. <ul style="list-style-type: none"> <li>a. Location and dimensions of the drilling and/or production site including wells, structures, tank batteries, and oil, gas or water lines</li> <li>b. Location and dimension of all existing vehicular entrances, exits and drives.</li> <li>c. Location and size of all existing mud pits.</li> </ul>	
	13. Location of the one hundred (100) year floodplain, floodway, and the base flood elevation as shown on the current effective FEMA flood insurance rate map(FIRM) or as modified by a FEMA approved LOMR or LOMA.	
	14. Legal description of the proposed subdivision, including the acreage and the number of lots proposed in the subdivision.	
	15. The area of each lot, outlot, and public ground in square feet rounded to the nearest square foot, in table format as part of the plat submittal.	
	16. Signature block for the Planning Commission certification.	
	17. Signature block of the preparer of the preliminary plat.	

**INFORMATIONAL**

Required fire flows. Section 508.3 (IFC)
The minimum turn radii to be determined per standard emergency vehicle templates. Section 503.2.4 (IFC)
Dead end apparatus access roads in excess of 150 feet shall meet width and turnaround provisions Section 503.2.5 (IFC)
Hydrant spacing Section 508.5 (IFC)
Check for possible costs involved with moving any existing electric utility equipment due to plan boundaries. (Terms & Conditions of Service)
<b>RECOMMENDED:</b> To expedite the review process, developer should request a water flow summary and/or sewer flow data for appropriate locations as soon as he/she determines a preliminary plat application will be submitted. Please use the Water Utilities Assistance/Information Request Form and provide all necessary information.
Seven (7) copies of revised distributed by staff to the Planning Commission.
Separate Emergency Vehicle Access Roads. Section 503.1.2 (IFC)

**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