

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

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
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
	Section 23-180	
	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 ABSTRACTOR, 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 DIGITALS@STILLWATER.ORG	
	COPY OF EXISTING OR PROPOSED RESTRICTIVE COVENANTS	
	BUILDING ELEVATION DRAWINGS AND CONSTRUCTION MATERIALS WHEN ABUTTING A RESIDENTIAL DISTRICT.	
	ELECTRONIC PDF DRAWING, EMAILED TO DIGITALS@STILLWATER.ORG 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 <input type="checkbox"/> COMMERCIAL GROWER <input type="checkbox"/> PROCESSING/MANUFACTURING <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**

INFORMATIONAL
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

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