

FEE SCHEDULE	OFFICE USE ONLY	
Fee: \$50 plus \$2.50 per lot	Fee Paid:	\$
	Date Paid	
	Case Number:	
All applications are due no later than by 12:00 noon 30 days prior to the next regularly scheduled Planning Commission meeting.	Planning Commission Meeting Date:	
	City Council Meeting Date:	

SUBDIVISION NAME		
LOCATION		
SIZE (IN ACRES)	NUMBER OF LOTS	CURRENT ZONING

**APPLICANT** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**OWNER** NAME \_\_\_\_\_ CONTACT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ARCHITECT** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

**ENGINEER** FIRM \_\_\_\_\_ CONTACT \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

I, \_\_\_\_\_, (Contact Person's Name), hereby certify the attached and completed application contains the information required by the City of Bartlesville as specified below. I understand the submission of incomplete or inaccurate information may result in a delay in processing and action on this application and may be subject to other penalties provided by law.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**Note:** The following items apply to all applications for sketch plan approval. The Applicant is strongly encouraged to work closely with Staff in advance of an actual application submittal. **Please submit ONLY THOSE DRAWINGS necessary to provide information required by this checklist. Submission of construction drawings or other nonessential drawings may delay the review process.**

**Sketch Plan**

The purpose of the Sketch Plan is to provide the subdivider, the Planning Commission and the City Council an opportunity to identify some of the issues concerning the land use, general design and overall approaches to installation of improvements before the expenditure of large amounts of money and manpower in the preparation of more detailed platting documents. Information contained in the Sketch Plan is intended for general guideline purposes. Changes may be permitted in the more detailed studies where it is demonstrated a more efficient design will result. This step in the overall subdivision process is important because it is at the initial part of the process when decisions are to be made that can have great value for the fulfillment of the Comprehensive Plan; or, conversely decisions wrongly made at this point can be very damaging to the fulfillment of the Comprehensive Plan. It is important that all of the land to be included in the proposed subdivision shall be included in the Sketch Plan so that an overview of the entire area can be accomplished.

A sketch plan shall be prepared and submitted to the Department of Community Development for review and recommendation by the Planning Commission and acceptance by the City Council.

**General Requirements for all Sketch Plan Applications and Documents**

1. Plan application form, filled out completely and accurately with all required contact information, signatures, etc.
2. All files must be electronic. A PDF file shown as 24" x 36" pages to include all required information shall be provided with sufficient information included as to allow for an appropriate review by the City. The plan must be sealed by a licensed land surveyor as required.
3. A digital copy of the sketch plan shall be submitted in a CAD .dxf file format. The .dxf file should have text located on a different layer than the projects line work.
4. All data collected for the project shall use the City of Bartlesville Horizontal Control System. All data files submitted to the City of Bartlesville shall abide by the Oklahoma State Plane North coordinate system, NAD83 using datum and feet as the unit of measure and Mean Seal Level Elevations (NGVD88).

**Contents of the Sketch Plan.** The Sketch Plan shall shows all of the land that is proposed to be included in this and subsequent phases of the development, all contiguous land that is in the same ownership, and all contiguous land in which the subdivider has an interest. The Sketch Plan shall be on a topographic map with a scale of 1" = 200' with a contour interval of five (5) feet, and show the following information:

1. Proposed name of subdivision, north arrow, scale and location map.
2. Areas subject to flooding.
3. Soil types.
4. Existing natural features such as masses of trees, streams, etc.
5. Location and size of existing storm drainage facilities, major public and private utilities, and any easements on file (with citation from book and page from the County Clerk's office, if possible).
6. The general alignment of proposed streets, proposed names, how they will connect to existing streets, and the functions intended for each (i.e., collector, local, etc.).

7. The general arrangement proposed for lots and blocks and their relationship to already developed features on adjacent lands.
8. The general arrangement of proposed utility services and easements.
9. The general direction that drainage of storm water is proposed to be conducted, and what provision is anticipated to carry the water (i.e., in the streets, in drainage easements, in storm sewers, etc.)
10. The location of park spaces, if any.
11. The types of land use activities that will be placed in the various areas of the proposed (i.e., schools, open space, apartments, commercial, residential, etc.).

### **Requirement for Notice**

The applicant shall provide for the placement of a site sign constructed to the specifications required by the Community Development Department in visible locations on any public street adjacent to the proposed subdivision property. Such sign shall give the date which the Planning Commission first considers the proposal and shall be posted at least seven (7) days prior to the meeting.

### **Approval of the Sketch Plan**

The Planning Commission shall study the Sketch Plan and recommendations of the Plat Review Committee, and may schedule a field trip to the proposed site. Upon determining that the proposed subdivision is consistent with the purposes and policies of these regulations, the Planning Commission shall approve Sketch Plan. Such determination shall be made within forty-five (45) days of the official submission date or the Plan shall be deemed approved. Should the Planning Commission deny the Sketch Plan, the reasons for such denial shall be stated in writing and provided to the applicant. Action on the Sketch Plan by the City Council shall be taken within thirty (30) days of referral by the Planning Commission or such plan shall be deemed approved. Approval of the Sketch Plan shall constitute authorization to prepare and submit a Preliminary Plat. The Planning Commission may require additional changes as a result of further study of the subdivision during the preliminary plat review.