

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.

# **Bartlesville City Planning Commission**

## **SITE POSTING REQUIREMENTS**

For all Sketch Plan Proposals and Plats

To provide adequate notice to the community, you are required to post your site at least 7 days prior to the first public hearing date and to maintain the posting until the decision on the request.

### **SITE POSTING SPECIFICATIONS**

1. Sign shall be a minimum of 4' x 8' in size and painted yellow in color.
2. Sign shall be made of laminated plywood or heavyweight plastic.
3. Sign shall provide black vinyl lettering sized and lettered as per the attached diagram. Where not indicated on the attached diagram, lettering shall be no less than 1" in height.
4. Sign shall be attached with a minimum of 6 screws to 2 - 4" x 4" x 10' wood poles.
5. Sign may be created and posted by applicant or by a licensed sign contractor.
6. Sign shall be posted at least 7 days prior to the date of the first public hearing. Sign shall remain posted on the site until after the final hearing. Sign shall be removed from the site following final action on the request.
7. At least seven (7) days prior to the date of the first hearing of the request by the Planning Commission, the applicant shall send to the Community Development Director a notarized affidavit of posting (attached) along with a photo of the sign posted on the site.
8. Applicant is responsible for the maintenance and care of the site sign during the term of the case.

# SITE POSTING SPECIFICATIONS

**PUBLIC NOTICE** -----

**CITY OF BARTLESVILLE**  
**PUBLIC HEARINGS** -----

City Planning Commission: 5:30 p.m., DATE -----  
City Hall, 401 S. Johnstone, Bartlesville, OK -----

**REQUEST:** -----

**LOCATION:**

**CASE NO.**

**APPLICANT:**

**PHONE NO.**

Case file available at the Department of Community Development (338-4238)

**Posting Date:**

1" letters

4" letters

2" letters

1" letters

2" letters

Remaining in 2" letters

Must specifically state the action requested; if zoning will change, must identify existing zoning classification and the proposed zoning classification (see note below)

**NOTE:**

**Under the REQUEST category:** Information provided on sign should be similar to the following examples.

NOTE: If more than one request is being made, include all such requests under this category.

- Sketch Plan Approval for Residential Subdivision
- Sketch Plan Approval for Commercial Subdivision
- Preliminary Plat Approval for Residential Subdivision
- Preliminary Plat Approval for Commercial Subdivision

**AFFIDAVIT OF POSTING**

Case No. \_\_\_\_\_

Location \_\_\_\_\_

Site Posting Date: \_\_\_\_\_

Applicant Name \_\_\_\_\_

In order to provide adequate notice to interested parties, the APPLICANT for any Sketch Plan Proposals or Preliminary Plat, within the City of Bartlesville shall erect, not less than seven (7) calendar days prior to the date of public hearing, notice of the date, time and place of each public hearing and a summary of the request. Such notice shall be clearly legible and wherever possible, placed adjacent to the right-of-way of a public street or road. IT SHALL BE THE RESPONSIBILITY OF THE APPLICANT TO ERECT AND TO MAINTAIN THE NOTICE ON THE SUBJECT PROPERTY until final disposition of the case. The number and location of notices shall be determined by the Director of Community Development.

I confirm that the site has been posted as indicated by the Director of Community Development for the case as listed above. **A photograph(s) of the sign(s) posted on the site have been submitted.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_. In witness whereof, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**Return completed, notarized affidavit AND pictures to the Community Development Department  
AT LEAST 7 DAYS PRIOR TO PLANNING COMMISSION HEARING.**