



City of Bixby Site Plan Application

Applicant: _____
Address: _____
Telephone: _____ Cell Phone: _____ Email: _____

Property Owner: _____ If different from Applicant, does owner consent? ____
Property Address: _____
Existing Zoning: _____ Existing Use: _____ Proposed Use: _____ Use Unit #: _____

LEGAL DESCRIPTION (If unplatted, attach a survey with legal description or copy of deed):

Is subject tract located in the 100 year floodplain? YES NO

All new structures requiring a Building Permit, other than a small job permit, within Use Units 2, 5, and 8 through 27, inclusive, shall require the submission of a site plan demonstrating compliance with the requirements of the Zoning Code. A site plan shall be submitted with the Building Permit application as follows: Five (5) full-size hard copies, four (4) 11" X 17" hard copies, and one (1) copy in an acceptable electronic file format. Compliance with the approved site plan shall be a condition of Building Permit approval and continued occupancy. The site plan shall specifically include:

- All property lines with dimensions of the parcel or parcels on which the building permit is sought.
- All existing and proposed improvements represented to scale and dimensioned from the lot lines.
- The names and widths of all adjacent street, road, highway, alley, and railroad rights-of-way of record.
- Any roadway paving edges, curb lines, sidewalks, culverts, and/or borrow ditch centerlines, if the same are located within or along the boundary of the subject property.
- Any road, access, drainage, utility, and other such easements, including County Clerk recording references (i.e. Book/Page or Document #) for each.
- Amount of post-construction impervious area in square feet and percentage of lot area, calculated by a surveyor, architect, or engineer.
- The topographical layout of the land at no greater than two (2) foot contours if site elevation changes 10 feet or more, or if necessary for proper site design review in the opinion of City staff.
- Any Special Flood Hazard Areas and Flood zone designations as identified by the adopted, effective Floodplain maps.
- Any significant streams, swales, ditches, or natural drainageways.
- Any existing or proposed ponds or stormwater detention or retention facilities.
- All existing and/or proposed driveways and internal drives, to include labeling the surface material to be used (e.g. concrete or asphalt) for each.
- Dimensions and labels for any existing access limitations and access openings.
- Water wells, septic or other on-site disposal systems, oil or gas wells or underground lines, significant oil or gas extraction appurtenances, and other critical site features.
- Unique identifiers so that the plan may be related to the subject property if ever separated from the file, such as property owner's name, property or building address, and/or legal description.
- Name, address, and contact information of the site plan preparer.
- A unique drawing number or name to distinguish the site plan from any other drawings submitted.

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- Seal and signature of the design professional preparing the site plan if/as required.
- Date of the site plan, including any dates of revision.
- North arrow.
- Graphic scale; a numeric scale may also be used if the native paper size is specified on the site plan.
- Location map identifying the site within the land Section, arterial or larger streets within or along the boundaries of the land Section, along with sufficient subdivisions or other land features to allow for the identification of the site within the land Section.
- Other existing and/or proposed critical features not listed above if necessary for proper site design review in the opinion of City staff.
- Representation of critical features within a sufficient area outside the site if necessary for proper site design review in the opinion of City staff.

All information and items listed below must be completed and submitted prior to application review.

Included		Submittal Items	Comments
Yes	N/A		
<input type="checkbox"/>		Site plan showing the information listed above	
<input type="checkbox"/>	<input type="checkbox"/>	A landscape plan representing all existing and/or proposed landscaping.	
<input type="checkbox"/>	<input type="checkbox"/>	A sign plan representing all existing and/or proposed signs.	
<input type="checkbox"/>	<input type="checkbox"/>	Building elevations or building height information.	
<input type="checkbox"/>	<input type="checkbox"/>	A screening and fence plan or representation on another drawing of all existing and/or proposed fences, walls, gates, and trash receptacle screening enclosures.	
<input type="checkbox"/>	<input type="checkbox"/>	A lighting plan and lighting information.	

Is the subject property located in a Planned Unit Development (PUD)? _____ PUD #: _____

If within a PUD, does the PUD require Planning Commission approval of a site plan? _____

I do hereby certify that the information submitted herein is complete, true and accurate:

Signature: _____ Date: _____

APPLICANT – DO NOT WRITE BELOW THIS LINE

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 Case # ____ Date Received _____ Received By _____ Receipt # _____
 Date Approved _____ Building Permit # _____ Case Reference # _____
 Planning Commission Date _____ City Council Date _____

FEES: BASE FEE	AGENDA PLACEMENT (CONFIRM WITH STAFF)	TOTAL
\$275.00	+ \$50.00	_____